



Boroughbridge High School and King James's School Federation

Careers Education Information and Guidance Policy

Policy reviewed	January 2026
Policy ratified by Governors	January 2026
Next Policy review due	January 2027
Staff Lead	BHS Associate Assistant Headteacher/Careers Lead KJS Assistant Headteacher/Careers Lead

Significant Revisions since last review:

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Section 1: Vision and Aims

This policy aims to set out the Federation’s provision of impartial and informed careers guidance for all our pupils. Promoting aspirations and a career development culture is an essential part of the mission and ethos of our Federation.

We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of our students, but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

All students have access to and support with using careers information that is easy to find and available at convenient times and in convenient locations, including on the internet which is unbiased and up to date. All students are able to obtain careers guidance that is:

- Impartial
- Confidential
- Provided by a level 6 qualified careers adviser
- Focussed on the individual student

Our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills.
- Provide experience and a clear understanding of the working world.
- Develop pupils’ awareness of the variety of education, training and careers opportunities available to them.
- Help pupils to understand routes to careers that they’re interested in, and to make informed choices about their next step in education or training.
- Promote a culture of high aspirations and equality of opportunity.

Section 2: Entitlement Statement

- All students take part in a careers programme which is delivered through tutor time and forms part of the PSHCEE curriculum in KS3/4 and 5 (at KJS) that helps them to: Understand their future education, training and employment routes including Higher Education, Further Education, Apprenticeships and employment.
- Develop the skills they need to plan and manage their own personal development and career progression.
- Understand how and where to access the information required to make informed decisions.
- Offer feedback and ideas on how to improve the careers programme.
- In addition the school will encourage participation in workshops/talks/ careers fairs from external providers.
- Visits to local colleges of further education, 6th forms, universities and employers.
- Other relevant activities to support student decision making/choice including input on the UCAS process (KJS).

Section 3: Statutory requirements and local expectations

This policy is informed by:

- DfE statutory guidance: Careers Guidance and Access for Education and Training Providers (2023)
- Education Act 2011 – duty to secure access to independent careers guidance
- Equality Act 2010
- Technical and Further Education Act 2017 (Baker Clause)

Provider access policy statements can find on our school websites:

Boroughbridge High School: www.boroughbridgehigh.com

King James's School: www.king-james.co.uk

We are also committed to meeting national and local expectations in relation to careers by:

- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- Take an active and full part in the regional Careers & Enterprise Hub of which the school is a member.

Section 4: Roles and responsibilities

Careers leader

Boroughbridge High School's Careers Leader is Mrs P Town and they can be contacted by email via schooladmin@boroughbridgehigh.com

King James's School's Career Leader is Miss L Baker and they can be contacted by email via admin@king-james.co.uk

Our Careers Leaders are members of the Senior Leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme.
- Plan and manage careers activities.
- Manage the budget for the careers programme.
- Support teachers to build careers education and guidance into subjects across the curriculum.
- Establish and develop links with employers, education and training providers, and careers organisations.
- Work closely with relevant staff, including our Special Educational Needs Co-ordinator (SENCO) and Careers Adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans.
- Work with our school's Designated Teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers.
 - Understand their additional support needs.
 - Make sure that, for LAC, their personal education plan can help inform careers advice.
- Review our school's provider access policy statement at least annually, in agreement with our governing board.

Senior leadership team (SLT) Our SLT will:

Support the careers programme

- Support the careers leader in developing their strategic careers plan.
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard.
- Allow training providers access to talk to pupils in years 8 to 11 (plus 12 and 13 at KJS) about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement.
- Network with employers, education and training providers, and other careers organisations.

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement.
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils.
- Make sure that a range of education and training providers can access pupils in years 8 to 11 (plus 12 and 13 at KJS) to inform them of approved technical education qualifications and apprenticeships.
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website.
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement.

Section 5: Our careers programme

Our schools have an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programmes have been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our Careers Education programmes are built around the CDI Careers Development Framework. The Framework clarifies the skills, knowledge and attitudes that individuals need to have a positive career. This focuses on six key areas of learning:

1. Growing throughout life
2. Exploring possibilities
3. Managing your career
4. Creating opportunities
5. Balancing life and work

6. Seeing the big picture

Our programmes do not show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including assemblies, timetabled PSHE lessons, form times, drop down curriculum days, subject lessons, visiting speakers and targeted individual and group activities run by our careers team.

Access to our careers programme information

A summary of our school careers programmes are published on our school websites:

BHS: www.boroughbridgehigh.com

KJS: www.king-james.co.uk

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting:

Boroughbridge High School: schooladmin@boroughbridgehigh.com

King James's School: admin@king-james.co.uk

Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our Careers Leaders will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our Careers Leaders may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Assessing the impact on pupils

Our career programmes are designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

Student and parent voice, evaluation feedback from careers interviews and activities, analysis of destinations data and completion of the termly Compass evaluation survey.

Section 6: Links to other policies

This policy links to the following policies:

- Provider Access Policy Statement
- Curriculum Policy
- Safeguarding Policy

Section 7: Monitoring and review

The Careers programme is evaluated on an annual basis to ensure appropriateness and currency of materials. The Careers Leaders regularly review its effectiveness.

This policy, the information included, and its implementation will be monitored by the and reviewed annually.

The next review date is: **January 2027**

Other Related documents

Careers Education objectives, Compass Evaluation Tool, Compass Tracker.