Careers Information, Advice & Guidance (CIAG) Provision

2025-26

Ada Lovelace C of E High School

Providing a comprehensive CIAG programme for all students (Y7-13)

Ada Lovelace C of E Careers Programme 2025-2026

Careers Information, Advice and Guidance at Ada:

Ada Lovelace C of E High School is committed to **preparing students for future success in education, employment and training**. Our comprehensive Careers programme uses the **Gatsby Benchmarks and The Baker Clause** to develop and improve our Careers provision and enable a range of education and training providers to regularly engage with all students across Year 7-13. Within our Careers programme, all students receive **unbiased and impartial information** about potential next steps and high quality careers guidance. We aim to provide high quality, meaningful opportunities for students to **encounter the world of work** and teach students a range of **employability skills** to ensure they have a successful future in the workplace. Our vision for Careers supports our whole school ethos (John 10:10) of nurturing students unique **gifts, skills and talents** and ensuring students enjoy **'life in all its fullness'** and engage positively with their future life choices.

Careers Leadership at Ada Lovelace:

The Careers Leader at Ada Lovelace is **Miss Hannah Marr (Inclusion and Intervention) and Miss Khan (Head of Year 10)**. As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and Senior Leadership Team are committed to supporting our Careers programme.

The contact details for Careers & Work Experience are:

- Miss H Marr (Careers Leader): hmarr@adalovelace.org.uk
- Miss H Khan (Head of Year 10): hkhan@adalovelace.org.uk
- CIAG & Work Experience general enquiries: careersIAG@adalovelace.org.uk

Both our **school website and Copia** contain regular updates about our Careers programme including events, opportunities, talks and Careers Bulletins.

Supporting Ada Lovelace's Careers Programme:

If you or a family member or friend are a business or employer, education or training provider and **could support Ada with our Careers programme** *(including Work Experience placements, Careers talks, networking opportunities)* please do contact us as we are always looking to expand our network of employers and education providers. We are particularly looking for further Work Experience opportunities, Internships and Career talks in Hospitality, Medicine, Research and Languages industries; if you are able to offer any support with these areas, please do get in touch.

Careers Guidance in schools - Statutory Frameworks:

In December 2017, the Department for Education (DfE) published a new **Careers Strategy for secondary schools** followed by statutory guidance in January 2018. Schools must have an appointed **Careers Leader** and a **Careers Information, Advice & Guidance (CIAG) Programme** for each academic year. **By September 2020** schools should be meeting the **Eight Gatsby Benchmarks** (outlined below):

The Gatsby Benchmarks:
1. A stable careers programme
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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Baker Clause:
In January 2018, the DfE also introduced **'The Baker Clause'** as an amendment to the Technical and Further Education Act 2017. The Baker Clause stipulates that schools must allow colleges and training provider's access to every student in years 8- 13 to **discuss non-academic routes that are available to them.** It is expected that by doing so this will help address the **UK's productivity challenges and address skills shortages experienced across several sectors of the economy.**
To ensure we are **compliant with The Bakers Clause,** we have developed excellent links & partnerships with the following organisations & providers, who regularly run assemblies, talks, small group sessions & workshops for our students:

- IBM SkillsBuild link is supporting CIAG through careers information and access to work experience placements.
- IBM SkillsBuild online learning platform is supporting Year 10 students with employability skills through
- Code Avengers – all students in Years 7-9 compete Self-Guided Learning through the code avengers platform allowing them to develop technical skills and an ability to learn independently online
- West London College to ensure students are aware of alternative routes post-16
- Other local colleges *(Including Brentford FC Post 16 Football Education Programme, Capel Manor, Kingston College)*
- ASK Programme *(Apprenticeship, Support & Knowledge)*
- Links with Countryside *(A construction company based in Acton)*
- Xello – online Career platform for all Y7-13 students (*this provides students with a variety of different pathways into an industry)*
- *YEP (Youth Employability Partnership)* Supporting students with employment skills and at risk of NEET

Quality Assurance within our Careers provision:

The **quality of a school's Career provision** will be based on:

- How the curriculum extends beyond the academic, technical and vocational
- The Broader development of students; enabling students to discover interests and talents
- How students are prepared for future success in their next steps
- How schools promote and inclusive environment that meets the needs of all students
- In order to regularly **evaluate our Careers provision,** we complete a compass tool once per year, which provides information about how we are **achieving against the Gatsby Benchmarks**. Our most recent **Compass evaluation in November 2025** showed that we are making excellent progress with meeting the Gatsby Benchmarks:

Benchmark	November 2021	November 2022	November 2023	November 2024	November 2025
1	82%	100%	100%	100%	100%
2	80%	80%	100%	100%	100%
3	63%	81%	100%	100%	100%
4	100%	81%	100%	100%	100%
5	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%
7	80%	90%	75%	91%	100%
8	100%	100%	50%	100%	100%

We are confident that our Careers provision is **wide ranging, inclusive and diverse**. Within our Pastoral Programme, Wider learning offer, Curriculum and additional Careers IAG provisions, we feel that we are giving students the **right support, knowledge and skills to be successful in their future at Ada at beyond.** As always, we are open to receiving feedback & suggestions for further ways to continue to develop & refine our Careers programme.

Careers learning outcomes for Ada students:

We have identified the key Careers development learning outcomes for students in each year group. Students will reflect on their progress with these outcomes after each Quarterly Assessment using their self-reflection record booklets.

	CIAG Learning Outcome
7	✓ To begin to think about the types of careers that I might be interested in based on the subjects I enjoy & the things I am good at
8	✓ To make decisions about the subjects I will choose for my electives that would be best suited to the careers that I am interested in pursuing in the future
9	✓ To research future pathways and fully engage in acquiring the additional skills & experience I need to prepare me for my future pathways.
10	✓ To be able to write a CV which demonstrates my employability skills and use this to secure a meaningful and valuable Work Experience placement. ✓ To begin thinking about my Plan A & B (and C) options for my Post 16 pathway
11	✓ To research and understand the different options available to me at Post 16. ✓ To have a clear Plan A & B (even C) in place for my Post 16 pathway.
12	✓ To begin researching and planning my Post 18 options. ✓ To be able to refine and update my CV and use this to secure a Work Experience placement in the field I am interested in pursuing at Post 18.
13	✓ To research and understand the different options available to me at Post 18. ✓ To have a clear Plan A and B (and C) in place for my Post 18 pathway.

Termly Careers Programme at Ada Lovelace 2024-25:

Each Term, we create an overview of various CIAG opportunities that term. We also utilise the Careers Compass tool, student & parent feedback to identify areas of strength and areas for improvement within our Careers programme and provision.

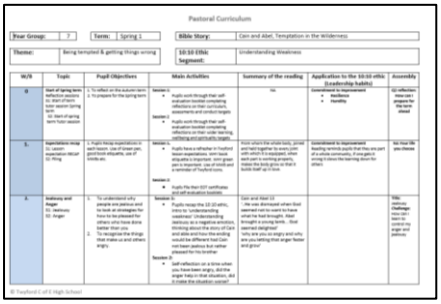
Alongside our comprehensive Careers Programme, we also offer the following CIAG provisions:

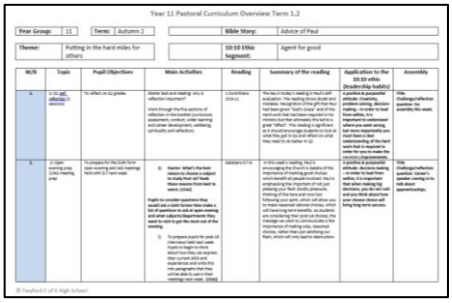
- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ Work Experience support on Fridays
- ✓ Post 16 options support from Head of Year
- ✓ Links with Invest-IN Careers & Work Experience courses and programmes
- ✓ Careers Fair for Year 9 in Activities Week
- ✓ Whole school access to Xello – a Careers guidance website
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Work Experience week for Y10
- ✓ External speaker programme throughout the year
- ✓ Regular CIAG updates in assemblies

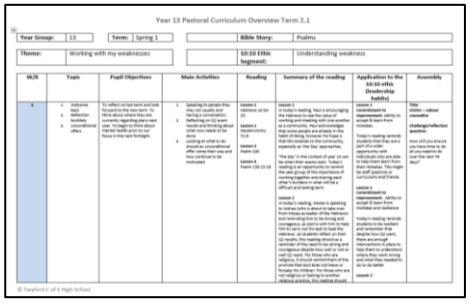
Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At Ada Lovelace, we have a comprehensive Pastoral Programme for every year group, which combines tutor sessions and assemblies focusing on different aspects of our 10:10 ethic. The programme is designed to support students in their Spiritual, Moral, Social and Cultural development (SMSC). There are also opportunities within the pastoral programme to focus on Careers IAG at different stages throughout the year, particularly when students are making choices about their future steps and pathways.

Examples of CIAG focus in our Pastoral programme:







Heads of Year and Pastoral Leads

Year 7 Pastoral Programme
Head of Year 7: Mr G Green
Email: Ggreen@adalovelace.org.uk

Year 8 Pastoral Programme
Head of Year 8: Ms B Wigney
Email: bwigney@adalovelace.org.uk

Year 9 Pastoral Programme
Head of Year 9: Mr G Stanton
Email: gstanton@adalovelace.org.uk

Year 10 Pastoral Programme
Head of Year 10: Ms H Khan
Email: hkhan@adalovelace.org.uk

Year 11 Pastoral Programme
Head of Year 11: Miss M Powell
Email: mpowell@adalovelace.org.uk

Sixth Form Pastoral Programme
Head of Year: Mr W Knox
Email: Wknox@adalovelace.org.uk

CIAG Provision in the Pastoral Programme

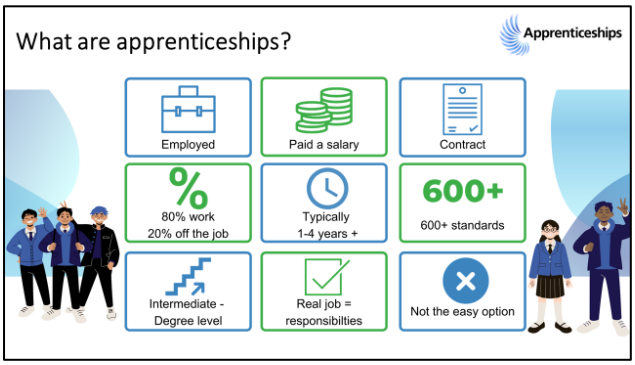
	Autumn Term	Spring Term	Summer Term
Year 7	**Pastoral Programme** • Week 1: Wider Learning focus – developing skills and talents beyond the classroom • Week 13: NHS Careers Competition • Self-Evaluation Booklet at Q1 **Ada Lovelace Day** • IBM Workshop • IBM Key Note speaker **Additional CIAG** • Code Avengers	**Pastoral Programme** • Week 6: What have I achieved so far • Self-Evaluation Booklet at Q2 & Q3 **Additional CIAG** • Code Avengers	**Pastoral Programme** • Week 3: Being open to experiences • Self-Evaluation Booklet at Q4 **Additional CIAG** • Code Avengers
Year 8	**Pastoral Programme** • Week 13: NHS Careers Competition • Self-Evaluation Booklet at Q1 **Ada Lovelace Day** • IBM Workshop • IBM Key Note speaker **Additional CIAG** • Code Avengers	**Pastoral Programme** • Week 2: Pastoral session on Career Ambitions • Self-Evaluation Booklet at Q2 & Q3 **Additional CIAG** • Code Avengers	**Pastoral Programme** • Week 1: Making decisions • Self-Evaluation Booklet at Q4 **Additional CIAG** • Electives Assembly & Process • Code Avengers
Year 9	**Pastoral Programme** • Week 1: Identity • Week 8: Making the most of your gifts • Self-Evaluation Booklet at Q1 **Ada Lovelace Day** • External Speakers • IBM Key Note speaker **Additional CIAG** • Code Avengers	**Pastoral Programme** • Week 5-10: Pastoral session on GCSE options linked to Career pathways • Self-Evaluation Booklet at Q2 & Q3 **Additional CIAG** • Investin workshop – Developing skills • Code Avengers	**Pastoral Programme** • Week 1-4: GCSE Options choices • GCSE Options choices assembly • Self-Evaluation Booklet at Q4 **Additional CIAG** • GCSE Options Evening • Options meetings with Tutors • Application for InvestIn AmbitionX careers programme • InvestIn workshop - Workplace Skills • Code Avengers

			Wider Learning • Careers Day (Activities Week)
Year 10	**Pastoral Programme** • Week 2 & 3: Pastoral session on future pathways and post 16 options • Week 4-12: CV writing and cover letters • Xello Tutor Time sessions • Self-Evaluation Booklet at Q1 **Ada Lovelace Day** • External Speakers • IBM Key Note speaker **Additional CIAG** • IBM Skills Build	**Pastoral Programme** • Post-16 Pathway Assemblies – College & Apprenticeships • Industry Guest Speakers • Xello Tutor Time sessions • Self-Evaluation Booklet at Q2 & Q3 **Additional CIAG** • IBM Skills Build	**Pastoral Programme** • Week 1-8: Work Experience support with securing a placement • Week 4-8: Preparing for Work Experience • Work Experience PSHE Workshop • Self-Evaluation Booklet at Q4 **Additional CIAG** • CIAG Interviews • College Taster day • IBM Skills Build **Wider Learning** • Work Experience
Year 11	**Pastoral Programme** • Week 2-6: Post 16 Pathways options Week 7-8: Preparing for Post 16 1:1 IAG meeting • Week 9: Apprenticeships assembly & workshop • Week 10: Interview skills • Week 11: College / Level 2 & 3 vocational courses assembly • Self-Evaluation Booklet at Q1	**Pastoral Programme** • Week 1-12: Ongoing Post 16 preparation • Self-Evaluation Booklet at Q2 & Q3	

Examples of slides from CIAG Pastoral sessions & Assemblies

West London College:

Apprenticeships:



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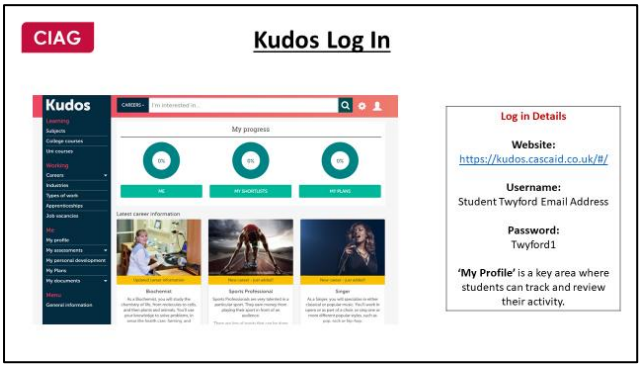
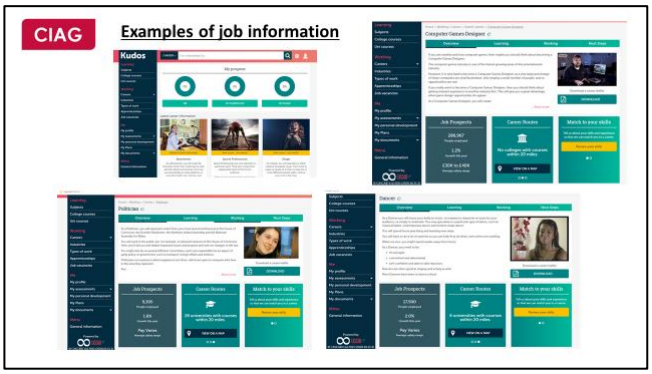
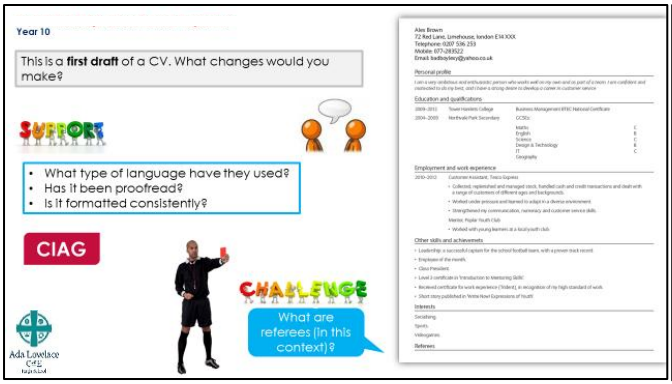
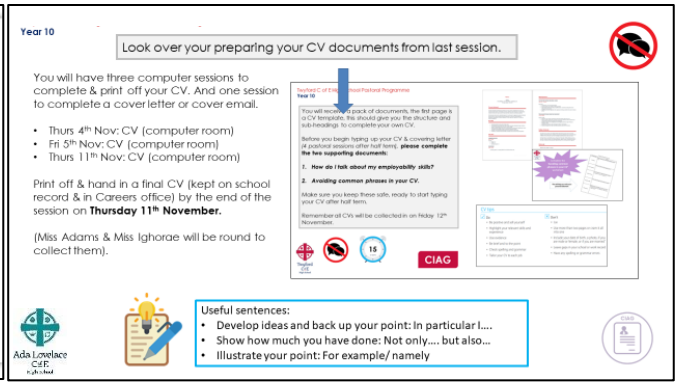




CV writing & Work Experience:





CIAG provision within the Pastoral Programme for Year 12

Term 1:

- **Pastoral sessions** – using Xello to explore careers.
- **CIAG 1:1 meeting** with Tutor or Head of Year.
- **Soft skill workshops** – CV writing.
- **Soft skill workshops** – effective use of LinkedIn.
- **Soft skill workshops** – writing cover letters & job applications.
- **Introduction to leadership workshop 1** – all students engage in an external workshop exploring the traits of an effective leader and how these can be applied in daily activities and job application processes.
- **Guest talks –** NHS Laboratory Manager & Apprenticeship Programme Coordinator from Amazon.
- **IBM Think Conference** – attended by all Digital students, x4 students successfully networked in order to organise x2 days of shadowing activities with an employee.
- **Effective Interview Technique Workshop** – delivered by experienced recruitment company director to prepare all students on how to prepare for interviews and how to perform well in them.
- **1-1 Mentoring from a Recruitment / HR Professional –** each student is paired up with an external HR / Recruitment professional (many partners / director level) who mentor the student for an hour each term to offer CIAG advice.

Term 2:

- **CIAG 1:1 meeting** with Tutor or Head of Year.
- **Soft skill workshops** – Effective communication in the workplace.
- **Soft skill workshops** – Presentation skills.
- **Soft skill workshops** – writing cover letters & job applications.
- **Introduction to leadership workshop 2** – all students have their second workshop where they review how they have put their leadership skills into practice so far (each student organises a fundraising event at school throughout the year).
- **Post-18 Pathway assemblies-** ASK Apprenticeships

Examples of slides from Year 12 CIAG Pastoral sessions & Assemblies

Additional Careers Provisions

Student Leadership opportunities:

Head of Student Leadership: Mrs Dixon
Email: pdixon@adalovelace.org.uk
Our aim is to have a student leadership pathway that is accessible to all students and develops their leadership and employability skills throughout Y7-13. With such a strong focus on developing leadership skills and qualities, our aim is to equip all students with the necessary leadership habits and skills to be outstanding leaders and employees in their future.

Leadership roles are open to all students and all students must complete an application form and in some cases, interview process. Every student leadership role has a detailed Job Description and overview of duties. All students who achieve a leadership position will receive a student leadership lapel badge. The student leadership team meet on a termly basis in student council meetings to discuss important school issues, they then meet with the Headteacher, Mr Smith, to discuss matters arising and finally feedback to the rest of the school via student council assemblies.

Year 7-13 roles:

- 1 Form Ambassador per form group
- 2 Sport Ambassadors per form group
- 1 10:10 Ambassadors per form group – Y10 10:10 ambassadors are also peer mentors, Lower School 10:10 ambassadors are also TfL/ eco champions
- Year 10 peer mentors
- Y11 Prefects
- Y12& Y13 House Ambassadors