



Careers Policy for Knutsford Academy

Policy Lead	Lucy Hughes
Last review date	September 2025
Next review date	September 2026
Approval needed by:	Headteacher

Purpose

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspires them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of the Academy ethos of achieving excellence together.

Commitment

Knutsford Academy is committed to providing our students with a programme of careers education, information, advice, and guidance (CEIAG) for all students in years 7-13 directly, through our PSHCE programme and indirectly, through all our work with young people. The Academy has adopted the Gatsby Career Benchmark guidelines as the framework for best practice in careers. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. We have our own dedicated Careers & IAG Coordinator working across the Academy and in addition, we source independent advice via the Pledge team and through the Careers and Enterprise Company. CEIAG is offered at most parents' evenings including our Year 9 Options' evening, and our Post-18 Pathways' evening. Parents can also arrange to speak with our Careers Adviser in school or by phone.

Aims

This Careers Education and Guidance policy has the following aims:

- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- to support inclusion, challenge stereotyping and promote equality of opportunity.
- to encourage participation in continued learning including higher and further education.
- to improve awareness of apprenticeships, T-Levels, and opportunities across all levels, from intermediate to degree level.
- to develop and promote STEM opportunities for students.
- to develop enterprise, employment, and citizenship skills.
- to reduce drop out from and course switching in education and training.
- to contribute to the economic prosperity of individuals and communities.
- to meet the needs of all our students through appropriate differentiation.
- to focus students on their future aspirations.

Roles / Responsibilities and Accountability

All staff contribute to careers education and guidance through their roles as tutors or subject teachers. Other sessions are delivered by our Careers Adviser, or by outside agencies. The Headteacher has an overall responsibility for the provision of careers education with the day to day running of the provision managed by a combination of staff including, the Head of Sixth Form, the Head of Careers and Heads of Year. JTT assists Heads of Year to co-ordinate programmes of work experience for students, as appropriate.

Student Entitlement

By the end of KS4 (14-16) students will:

- Access a targeted AIM workshop, each year, during years 7-11.
- Have produced a personal careers action plan.
- Completed a CV.
- Undertaken work experience
- 'Be aware of all their post 16 options' and be able to effectively apply for the next stage of their education/employment. Students will have access to colleges and employers in school.
- Be able to access a variety of sources of information about careers and labour market opportunities, including attending the careers fair.
- Have had access to at least one careers appointment.
- Have had at least five encounters with employers.

Further individual support is available using Student Support Advisors, Pledge Staff, and Business Links

KS5:

A comprehensive guidance programme is delivered to all KS5 students, regardless of their intended destination so that they understand all the options open to them post-18 and will be able to decide upon a course of action and rationally justify their choices. This programme is delivered through PHSCE, Assemblies, plus other opportunities taking place throughout years 12 and 13.

Students in KS5 are also encouraged to gain at least 18 hours of work experience. In Year 12, Oxbridge and other University applicants, are given the opportunity to visit universities and practise their interview skills. Target One is a programme run by Knutsford, in conjunction with Oxford University, that promotes access to Oxford and other Russell Group Universities. Students in the Sixth Form are also given the opportunity to take part in the Employer Readiness Programme. This programme culminates in a mock assessment centre. All students can meet with the school careers adviser to discuss their interests, options and next steps.

Monitoring and Evaluating

Tutors in Years 7-11 will monitor the progress of their students in the PSHCE course and will advise as necessary in conjunction with careers staff, what options are available to them at each transition point.

- Year 12 Tutors monitor progress of student applications via UCAS progress for their tutor group. Overview of applications is monitored by The Head of Sixth Form.
- Careers audit carried out twice a year.
- Learning Walks e.g., learning environment.
- Monitoring of UCAS Progress / UCAS application data.
- Tracking of all students in Year 11 and 13 to ensure NEET students are minimized.
- Employers provide feedback on student progress during work experience placements with grades included in the Progress Point Reports. Visits and phone calls support this.

Links with other Policies and resources

- Careers curriculum document. This outlines CEIAG planning & delivery and is referenced against the Gatsby Benchmarks. The document is available on the careers page of the academy website.
- Access Provider Policy. This outlines access arrangements for education and training providers.
- This policy supports and is underpinned by key school policies including those for Assessment, PSHCE and SMSC.
- Through our ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics, and attitudes they need to be active and employable citizens.
- Careers Education is delivered through AIM workshops, PSHCE lessons, through specific assemblies, and collapsed timetable sessions where appropriate.
- We also have a careers page on the Academy website for all students and parents to access.
- Information on local colleges and universities is available in the careers' office, in the sixth form common room and in the library.
- Year 11 and post-16 students are encouraged to participate in the National Citizens Service to enable them to develop their employability skills, self-confidence, and social enterprise skills.
- Students also have the opportunity to take part in the Duke of Edinburgh Scheme.