



St. Joseph's Catholic Academy

In our School, may there be prayer,
learning and humour, hard work,
faith and friendship.



Careers policy

Published Date: September 2026



Bishop Chadwick
Catholic Education Trust

Policy details

Approved by:	Local Governing Committee
Last reviewed on:	September 2026
Next review due by:	September 2029

Introduction

St Joseph's Catholic Academy ("the Academy") has a strategically planned Academy-wide provision in place for careers education, information, advice, and guidance ("CEIAG") that is designed to inspire all students to make informed choices about their future aims and ambitions. The CEIAG programme comprises of teacher-led activities, online resources, and engagement with external employers and professionals. It has been developed following Gatsby Benchmarks and Careers Development Institute guidelines.

Vision

The careers education at St Joseph's Catholic Academy informs, promotes and supports every student's best possible future, *allowing all to let their light to shine*.

Aims

The Academy's careers education and guidance policy has the following aims:

- to support self-development where students understand themselves and the influences on them;
- to contribute towards raising achievement by increasing motivation through student goals and aspirations;
- to provide opportunities for career exploration in learning and real-life context;
- to provide information for the student to make informed choices and confidently adjust plans to manage change and transition;
- to develop enterprise and employability skills.

Careers leaders

The Academy has a named Careers Leader who has the strategic and operational overview of the CEIAG programme and is supported by Academy staff in delivering the programme. The Careers Leader is **Mrs A Whyte**, Leader of Careers, Character and Transition, and can be contacted using the details provided here: awhyte@stjosephs.uk.net | 0191 428 2700

The Head of Sixth Form also takes operational responsibility for the CEIAG programme in Years 12 and 13. **Mrs C Curry**, Head of Sixth Form, can be contacted using the details provided here: CurryC1@stjosephs.uk.net | 0191 428 2700

Implementation

CEIAG is delivered through the PSHE programme in Years 7 to 13 and with explicit links in subject areas. Triangulating the careers module in PSHE and links to subject areas form a comprehensive overview of CEIAG across the Academy. Themes develop as students journey through St Joseph's, with appropriate foci at key transition points. Student's oracy skills are developed through half termly careers sessions in tutor time.

Opportunities to engage with employers are planned strategically throughout the year and in line with student progression through the Academy. These encounters build on their understanding of labour market information (LMI), job roles and emerging sectors and routes into future education and work. These encounters are designed to inspire and support informed choices. The encounters take many forms, including a career carousel for Y9, mock interviews for years 10 and 12, assembly and workshop deliver to whole or part year groups and our career week. All year 11 and some of our year 13 students receive a 1:1 career guidance meeting from a Level 7 qualified independent and impartial careers adviser.

In the curriculum

The CEIAG programme is taught at the Academy as part of PSHE, tutor time and across subject areas. In PSHE, study topics include finance awareness, work-related learning, enterprise, work experience preparation and employability skills. PSHE explores key transition points, including routes into further and higher education, university and higher-level apprenticeship courses and T-Levels. Subject areas explore career routes relating to their subject or a specific area of study, concentrating on employability skills such as communication and logical thinking skills.

Transitions

The Academy ensures that students and parents/guardians are fully informed at all stages and key transitions. This includes providing advice and support for year 9 students and their parents/guardians in the lead-up to option choices and to years 10 and 11 in the transition to post-16. This will include individual sessions with a career advisor, support from the pastoral team, assemblies, individual sessions with the SLT team and information from external providers.

Work experience

All students in Years 10 and 12 carry out a week of work experience placement. Work experience aims to provide all students with an opportunity to:

- obtain a wider awareness of the world of work as part of their general education;
- learn outside the classroom;
- increase their economic understanding;
- relate their studies to the world of work and training.

Where possible, students arrange their own work experience. The process of contacting possible employers is a valuable tool for the development of skills and confidence. Students are supported in this process by their form tutors and pastoral staff. The Academy uses an external provider to review the Health and Safety of all placements to confirm that the placement will provide a safe learning environment.

Students across key stage 3 will also be accessing work experience encounters, equating to 25 hours across three years.

Home involvement and communication

Home involvement and communication are encouraged at all stages of our CEIAG programme. Information supporting key elements of the programme, such as work experience, are available on the website taking the form of online resources and links and access to industry led webinars. Parents/Guardians are updated with career-related information through parents' evenings, open evenings, the website, letters and weekly newsletters.

Provider Access Legislation (PAL)

The Academy complies with the Provider Access Legislation (PAL), also known as the "Baker Clause". Our Provider Access Statement has been updated to reflect the January 2023 changes to the PAL and is available on the Academy website.

Evaluation of the policy

The Academy regularly reviews the careers policy each term, and during the policy review period, this is accomplished by evaluating:

- the destinations of student leavers;
- NEET (not in education, employment or training) figures;
- feedback from student leavers surveys;
- reports to governors about careers;
- feedback on the careers programme from parents, students, employers and staff;
- Internal leadership review through Compass+
- careers evaluation found within the Academy evaluation procedures and processes, e.g. SEF and SIP.



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