Careers Information, Advice & Guidance (CIAG) Provision



2026-2027

William Perkin C of E High School

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

William Perkin C of E Careers Programme 2026-2027

Careers Information, Advice and Guidance at William Perkin:

William Perkin 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** & **The Baker Clause** to develop and implement 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 & 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 William Perkin:

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:

- Ms Lauder (Assistant Headteacher: Progression and CIAG): elauder@williamperkin.org.uk
- Mr J Chugg (Careers lead): jchugg@williamperkin.org.uk
- Careers (general): careersIAG@williamperkin.org.uk
- Work Experience: WorkExperience@williamperkin.org.uk

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

Supporting William Perkin's Careers Programme:

If you or a family member or friend are a business or employer, education or training provider and **could support William Perkin 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.

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 run assemblies, talks, small group sessions & workshops for our students:

- Local colleges *(Including West London College Brentford FC Post 16 Football Education Programme, Richmond College, Harrow College, Uxbridge College, Global Academy)*
- ASK Programme *(Apprenticeship, Support & Knowledge)*
- Speakers for schools
- Job Centre Plus

Quality Assurance within our Careers provision:

- 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 annual COMPASS audits to track our progress against the Gatsby Benchmarks.

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 William Perkin 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 William Perkin 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.

	Learning Outcome
7	To begin to think about the types of Careers that I might be interested in based on the subjects I enjoy and the things I am good at.
8	To make decision 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 and 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.
11	To research and understand the different options available to me at Post 16 and 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 and have a clear Plan A and B (and C) in place for my Post 18 pathway.

Careers Programme at William Perkin 2026-2027:

We also utilise the Careers Compass tool, student & parent feedback and Post 16 / 18 destinations data to identify areas of strength and areas for improvement within our Careers programme and provision.

As part of our comprehensive Careers Programme, we offer the following CIAG provisions:

- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ Work Experience
- ✓ Encounters with employers
- ✓ Encounters with further and higher education
- ✓ Key Stage 4 Careers Fayre
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y11 and Y13 to support with Post 16 / Post 18 pathways (with tutor, HOY, SLT)
- ✓ External speaker programme throughout the year
- ✓ Regular CIAG updates, opportunities and events emailed out to students periodically and highlighted in assemblies
- ✓ CIAG newsletter and emails
- ✓ Access to independent careers advice, e.g. Connexions
- ✓ Opportunities e.g. webinars emailed home

Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At William Perkin, 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.

SMSC Curriculum Coordinator: Ms C Smith
Email: csmith@williamperkin.org.uk

Year 7 Pastoral Programme – CIAG focus
Head of Year 7: Ms H Gilmore
Email: hgilmore@williamperkin.org.uk

- Wider Learning focus – developing skills and talents beyond the classroom
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Access to Xello – careers help software
- Pastoral session - Developing Leadership & Employability skills
- "Considering my future" workshop
- "Effective learning" workshop
- Pastoral session - Future goals and ambitions
- Founders day – STEM careers focus
- Activities week & Residential trip – Careers Focus during Activities week

Year 8 Pastoral Programme – CIAG focus
Head of Year 8: Mr McDonald
Email: amcdonald@williamperkin.org.uk

- Wider Learning focus – developing skills and talents beyond the classroom
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Access to Xello – careers help software
- "Global Citizenship and Democracy" workshop – "Volunteering and charity work"
- Pastoral sessions on career ambitions and future pathways
- Electives process for Y9 linked to Careers pathways
- Technical and vocational pathways assembly
- Founders day – STEM careers focus
- Careers day – Encounters with employers and employees
- Activities week & Residential trip – Careers Focus during Activities week

Year 9 Pastoral Programme – CIAG focus
Head of Year 9: Ms Mitchell
Email: mmitchell@williamperkin.org.uk

- Wider Learning focus – developing skills and talents beyond the classroom
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers

- Access to Xello – careers help software
- Access to Springpod – online work experiences and taster sessions
- Pastoral session - Thinking about your future steps (Plan A/B/C)
- Pastoral session - How can your gifts and talents support your Career pathways
- Pastoral session - GCSE options linked to Career pathways
- Pastoral session – "My way to work", and development of employability skills
- GCSE Options choices
- Careers workshops
- Technical and vocational pathways assembly
- Key Stage 4 Careers Fayre
- Founders day – STEM careers focus
- Activities week & Residential trip – Careers Focus during Activities week

Year 10 Pastoral Programme – CIAG focus
Head of Year 10: Ms Krasnoff
Email: lkrasnoff@williamperkin.org.uk

- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Access to Xello – careers help software
- Access to Springpod – online work experiences and taster sessions
- Pastoral sessions on future pathways and post 16 options
- Pastoral sessions on applications and job skills
- Preparing for Work Experience sessions
- 1:1 CIAG meeting
- CV writing and cover letters
- Technical and vocational pathways assembly
- Key Stage 4 Careers Fayre
- Jack Petchey – Speak out challenge
- Work Experience - support with securing a placement
- Work experience briefing
- Work Experience week (with feedback and reflection)

Year 11 Pastoral Programme – CIAG focus
Head of Year 11: Mr Chugg
Email: jchugg@williamperkin.org.uk

- Self-reflection booklets with explicit links to careers
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Post 16 Pathways options information sessions
- Key Stage 4 Careers Fayre
- Target setting/Post-16 parent meeting
- Post 16 1:1 IAG meeting
- Finance – preparing for the future workshop
- Technical and vocational pathways assembly
- Pastoral sessions - Interview skills
- Pastoral sessions – Work readiness and making good choices about the future

- Pastoral sessions – Professional image
- College / Level 2 & 3 vocational courses assembly
- Ongoing Post 16 preparation

Year 12 Pastoral Programme – CIAG focus

Head of Sixth form: Mr B Gandy (bgandy@williamperkin.org.uk)

- Access to Xello – careers help software
- Access to Springpod – online work experiences and taster sessions
- Pastoral session - University CIAG
- Pastoral session - Work and Employability Skills: Debating, critical thinking and public speaking
- Pastoral session - Apprenticeships CIAG
- Pastoral session - Interview Skills, Communication, Teamwork
- Pastoral session - Using Kudos to find my ideal career
- Pastoral session - Securing Work Experience for July / Summer
- Pastoral session - UCAS & Post 18 options support
- Technical and vocational pathways assembly
- Assemblies from universities
- Wider Reading/Effective Learning workshops
- CV workshop
- Post 18 CIAG meetings (students have 1 meeting per term with tutor)
- Access to Connexions

Year 13 Pastoral Programme – CIAG focus

Head of Sixth form: Mr B Gandy (bgandy@williamperkin.org.uk)
Head of Year 13: Ms Pooley
Email: fpooley@williamperkin.org.uk

- Access to Xello – careers help software
- Access to Springpod – online work experiences and taster sessions
- Pastoral session – Student finance
- Pastoral session - Gap year
- Pastoral session - Choosing a career
- Pastoral session - Employment after University
- Pastoral session - University Interview support
- Pastoral session - Finding a career you love
- Pastoral session: Unconditional offers
- Pastoral session - How to ace a job interview
- Pastoral session – Personal statements
- Pastoral session - Apprenticeships
- Wider Reading/Effective Learning workshops
- Post 18 CIAG meetings (students have 1 meeting per term with tutor
- Technical and vocational pathways assembly
- Access to Connexions

Additional Careers Provisions – Oxbridge, Medics, Maths, Humanities and Crest

Trust Advanced Programme (including Oxbridge)

Deputy Trust Advanced Programme Coordinator: Ms V Davies
Email: vdavies@williamperkin.org.uk

Medics

Coordinator: Ms Templar
Email: mtemplar@williamperkin.org.uk

Medics Scholars is a two-year programme for aspiring doctors, dentists, and veterinarians. The programme provides tailored support to students around personal statements, UCAS applications, and wider reading into their desired fields. Using a network of contacts, students are able to gain insight into the real-life experiences of healthcare professionals through talks and work experience.

Humanities

Coordinator: Mr S Harris
Email: sharris@williamperkin.org.uk

This programme is designed to support your passion for humanities through readings, discussions, debates, and trips. You will develop skills crucial to further study in humanities such as critical thinking, analytical skills and communication skills. Towards the end of the programme we have additional sessions for students who are applying to law courses to prepare them for the admission test required by some universities.

Maths and Engineering

Coordinator: Mr Melville
Email: lmelville@williamperkin.org.uk

The Maths Stretch programme is designed to support students preparing for rigorous university admissions tests in mathematics such as the TMUA (Test of Mathematics for University Admission) and potential interview practice in addition to their Mathematics and Further Mathematics A Level courses. Students are taken through a demanding scheme of work and are required to complete additional problems outside lessons. Highly regarded by our highest achieving mathematicians, stretch lessons introduce students to undergraduate-style problem-solving, featuring questions that are longer and less structured than those typically encountered in A-Level Mathematics and Further Mathematics exams. Students aiming for top universities to pursue a degree in mathematics or a related field are strongly encouraged to attend these weekly sessions.

In Year 12 students can expect to cover the following themes:

- Trigonometry and Geometry
- Differentiation and Integration
- Logarithms and Powers
- Algebra, Polynomials
- Primes and Proof, Recursion

In Year 13, students may be required to sit one or more admissions tests. To prepare, students work through past papers with the support of specialist maths teachers

Crest Award

Crest Coordinator: Ms Bana
Email: lbana@williamperkin.org.uk

- **Year group:** 12 &13
- **Duration of programme:** 3.5 terms (Throughout Y12 and first half term in Y13)
- **Main aims of programme:** Conduct original scientific research according to Scientific Method.

Examples of session content:

1. Effect of Sugar in cells

2. Landfills changing pH of soil
3. Benefits of gut bacteria
4. Are commercial pharmaceuticals labelled correctly?

Student Leadership opportunities:

Head of Student Leadership: Ms C Smith
Email: csmith@williamperkin.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. The student leadership team meet once every two weeks in student council meetings to discuss important school issues, they then meet with the Headteacher, Ms Newman, to discuss matters arising and finally feedback to the rest of the school via student council assemblies.

Year 7-11 roles:

- Lead Students
- House Captains
- Literacy Leader
- Sports Leader
- MFL Leader
- Science Leader
- Head Students (Y11)
- Prefects (Y11)
- Peer Mentors (Y11)

Sixth Form roles:

- Head Students (Pastoral, Curriculum, Ethos)
- Wellbeing and Mentoring Lead
- House Captains
- Specialism Leaders (various)
- Subject Leaders (various)
- Mentoring Team