



**Christ the King**  
Catholic Voluntary Academy

# Careers Policy

Last Review: July 2025

Next Review: July 2027



## **Careers Education Information Advice and Guidance policy Introduction:**

As a Catholic academy, we aim to prepare our students for life beyond our school. We recognise that a young person's career is their pathway through life, including their learning and work. CEIAG is provided within the school's Citizenship, Personal and Social Development (CPSD) programme, within designated progress reviews in tutor times and in extra-curricular and enrichment events. Our CEIAG provision aims to support other CPSD activities. CEIAG enables students to develop the knowledge, skills and understanding to make decisions and manage transitions as learners and workers. The academy believes that it is vital that young people have the knowledge and skills they need to make informed choices. Our young peoples' choices are also supported in our Work Related Learning Policy (in production) and our PSHE and Citizenship schemes of learning.

Christ the King Catholic Voluntary Academy is committed to the careers programme and endeavours to follow the Careers Education framework 7-19 (DCSF 2010) and other relevant guidance from the DCSF, DfE, QCA and Ofsted, including Quality Choice and Aspiration and Statutory Guidance: Impartial Careers Education DCSF October 2009. It is founded on the following 6 principles as outlined in Statutory Guidance: Impartial Careers Education DCSF October 2009

### **6 Principles:**

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

Christ the King Catholic Voluntary Academy is committed to working towards Career Mark, the local quality award for careers education and IAG in recognition of its high quality CEIAG provision

This policy is reviewed biennially through discussions with teaching staff, students, parents, governors, advisory staff and other external partners, for example Targetted Support.

### **Objectives**

The four main themes of our programme are: planning for change, decision making, self development and researching options.

### **Students' needs**

The CEIAG policy is designed to meet the needs of students at Christ the King Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of careers learning, planning and development.

### **Entitlement**

Students are entitled to careers education, information, advice and guidance that meets professional standards of practice and is person-centred and impartial. We publicise this entitlement on the school website where students and parents can access it.



## Curriculum delivery

Careers education is delivered as part of CPSD lessons, during extended tutor times and on specific enrichment days.

During Key Stage 3, students focus on understanding their own personalities, abilities, likes and dislikes. In Year 8 students consider their choices for Key Stage 4. They begin to consider their future aspirations and how to begin to prepare for them. A key point in the Options process is the Year 8 Choices Day and Options Evening. These allow students to discuss their progress and abilities with their teachers.

During Key Stage 4 students continue to look ahead, acquiring the skills and knowledge essential for managing their future. Year 10s attend mock interviews and take part in Work Experience. Year 11s have a Choices Day and Sixth Form Open Evening, they are able to attend personalised Connexions interviews and have access to our web-based careers programme Pathfinder. Students are also introduced to the web-based Passportfolio which provides an online space for students to record achievements, research specific courses in Nottinghamshire and undertake quizzes to support their production of CVs and application forms. Throughout their time at Christ the King, students will have the opportunity to be involved in the following:

- Progress Journal
- Enrichment days
- Enterprise days
- Mock interviews
- Careers Workshops
- Help with application forms, interviews, covering letters and CVs
- Options Booklet
- Year 9 Choose Success Evening
- Support from a careers advisor face to face where appropriate
- Development of self reflection on residential trips to The Briars
- Dedicated support from form tutor, Achievement Leader and Careers Coordinator.

## Information Provision

Provision of impartial, up to date, accurate information, which seeks to challenge stereotypical views and provide equality of opportunity which is accessible to all is essential to ensuring that Christ the King Academy delivers a comprehensive CEIAG service, which supports students in making well informed and realistic decisions about their next steps

We plan to develop students' aspirations and decision-making by developing their research skills to enable them to make well-informed career decisions about their learning and work

Christ the King values online resources and ensures as many as possible are made available. The school frequently consults with students and ensures that the resources most valued by the students are maintained. Appropriate staff will attend the annual Resource Fair held by Nottingham Futures to look at new and updated resources where possible.



Any item coming in to the library will be checked for equal opportunities by Pastoral Curriculum Leader for Key Stage 4 (PCL KS4) and there will be a range of resources suitable for all needs and levels.

There is at least one dedicated computer for careers or Connexions use. Overall responsibility for the Connexions library and Connexions resources situated around the school lies with the Pastoral Curriculum Leader for Key Stage 4

### **Monitoring, review and evaluation**

Provision and delivery is evaluated with staff and students from appropriate year groups. The results of evaluation are used to inform the review and development of CEIAG. A programme of ongoing monitoring is used as part of the Quality Assurance process.

The CEIAG programme is evaluated yearly by the Pastoral Curriculum Leader for Key Stage

4. Evaluation methods include surveys and discussions with staff, student questionnaires and monitoring of progress journals. The results of evaluation are communicated to the Senior Leadership team via appropriate Line Management feedback

The Partnership Agreement with Nottingham Futures is reviewed annually by the careers co-ordinator and Personal Adviser.

Students are involved in the delivery of the programme during Year 9 and 11 Choices days. They are asked to evaluate the effectiveness of this day annually and are asked to review the usefulness of other careers-based activities.

### **Equality of Opportunity**

The programme will promote equality of opportunity and inclusion by:

- ensuring EAL students have access to language support during careers activities
- offering TA support where applicable
- providing and celebrating strong and diverse role models

The academy is committed in its recognition of, and challenging, stereotypical views which create barriers to opportunities in learning and work. Challenging stereotypes is promoted by the school's ethos and targeted strategies offering positive role models, exploring interview scenarios, discussing a full range of job applications and career choices.

### **Implementation**

The PCL KS4 coordinates careers education and IAG and is responsible to the appropriate member of SLT, currently the Assistant Head in charge of Teaching and Learning. The careers co-ordinator links with staff responsible for related areas of the curriculum such as CPSD Education via schemes of learning and INSET sessions. The first point of contact for parents and students is usually their personal tutor. They are able to support students and signpost to appropriate information, advice and guidance. Review meetings between tutor and small groups of students are part of the Progress Journal process and take account of CEIAG.

### **Staffing**

All staff have a contribution to make to careers education and IAG through their roles as tutors and subject teachers. Subject teachers appreciate the link between their subject specialism and the transferable skills it enables students to develop. Students are encouraged to relate these to employability via curriculum delivered activities. The careers education and IAG programme is planned, monitored and evaluated by the careers co-



ordinator in consultation with the Connexions personal adviser who provides specialist careers guidance. Staff are given regular information about current IAG initiatives. Information is disseminated through INSET sessions, whole school meetings from SLT meetings to department meetings and electronically.

### **Staff Development/training**

The training and support needs of staff involved in co-ordinating, delivering and supporting careers education and IAG are identified and met through a continuing professional development programme and evaluation. Staff training needs are also identified as part of the Partnership Agreement process with Nottingham Futures. The academy endeavours to meet identified training needs within a reasonable period of time

### **Recording**

Career learning is recorded based on curriculum delivery outcomes in accordance with the National Framework. The learning is recorded in Progress Journals and CPSD folders which are evaluated by tutors. Students are also beginning to record achievements and self-awareness activities in Passportfolio.

### **Partnerships**

An annual Partnership Agreement is negotiated between the school and Nottingham Futures which identifies the contributions to the programme that each will make. Other links are being developed e.g. with local businesses, the Rotary club, feeder primary schools and the university.

The school has made use of the recent 'Visit our Schools' programme to build links with a variety of businesses including the Nottingham Playhouse and Theatre Royal who have both offered work placements for students

### **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers education and IAG area. The careers co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.