



Careers Policy

Yateley Manor School

September 2024

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1. Aims

This is the Careers Policy of Yateley Manor School. The aims of this policy are:

- 1.1 To give our pupils access to accurate, up-to-date, impartial careers guidance so that they can make informed choices about a broad range of careers options, and which helps them to fulfil their potential.
- 1.2 To use the eight Gatsby Benchmarks of good career guidance to inform our planning and delivery of careers guidance at Yateley Manor School. The eight Benchmarks are:
 - (a) a stable career programme;
 - (b) learning from career and labour market information;
 - (c) addressing the needs of each pupil;
 - (d) linking curriculum learning to careers;
 - (e) encounters with employers and employees;
 - (f) experiences of workplaces;
 - (g) encounters with further and higher education;
 - (h) personal guidance;

2. Scope and application

- 2.1 This policy applies to the whole School.
- 2.2 There are specific actions that are relevant to Prep or Senior areas.

3. Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Section 42A, 42B, 45 and 45A of the Education Act 1997;
 - 3.1.2 Section 72 of the Education and Skills Act 2008;
 - 3.1.3 Schedule 4 (15) of the School Information (England) Regulations 2008;
 - 3.1.4 Education (Independent School Standards) Regulations 2014;
 - 3.1.5 Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
 - 3.1.6 Education and Skills Act 2008;
 - 3.1.7 Childcare Act 2006;
 - 3.1.8 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
 - 3.1.9 Equality Act 2010;

3.1.10 ISI Inspections framework;

3.1.11 NMS statutory guidance;

3.1.12 SEN code of practice;

3.1.13 KCSIE guidelines.

3.2 The following School policies, procedures and resource materials are relevant to this policy:

3.2.1 Curriculum policy

3.2.2 RSE/PSHE Policy

3.2.3 Special Educational Needs Policy, including EAL

4. Publication and availability

4.1 This policy is published on the School website;

4.2 This policy is available in hard copy on request;

4.3 A copy of the policy is available for inspection from the School office during the School day;

4.4 This policy can be made available in large print or another accessible format if required.

5. Responsibility statement and allocation of tasks

5.1 The Proprietor is responsible for all matters which are the subject of this policy.

5.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date	Assistant Head Upper School	As required
Monitoring the implementation of the policy and any action taken in response and evaluating effectiveness	Assistant Head Upper School	As required, and at least termly

Task	Allocated to	When / frequency of review
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Assistant Head Upper School, with stakeholders informing these decisions	As required, and at least annually

6. Rationale

- 6.1 *“High-quality careers education and guidance in school or School is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.”* Department of Education, 2023.

7. A stable careers programme (Gatsby Benchmark 1)

- 7.1 Every year group in the Senior School has a Half Term of PSHE and enrichment lessons offering a range of high-quality and inspiring, progressive careers activities that enable students to make well-informed decisions about education, training, apprenticeship, and employment opportunities.
- 7.2 These will be supported by Tutor Time activities designed by the Heads of Year, liaising with the Head of Careers/ Assistant Head Upper School and Assistant Head Lower responsible for RSE, who will ensure the quality of the programme by carrying out learning walks and surveying students and staff.
- 7.3 The road map of the topics covered by the Careers Programme will be available to inform young people, teachers, parents, and employers what each student can expect from their careers education and guidance, each year at the School via the School website.
- 7.4 The programme will be evaluated by the students via a Microsoft Office Form at the end of the unit.

8. Learning from career and labour market information (Gatsby Benchmark 2)

- 8.1 Useful careers websites and information will be publicised to students via the senior school careers notice board.
- 8.2 Career advice and information about the labour market will be facilitated by the Careers Advisor.

9. Addressing the needs of each pupil (Gatsby Benchmark 3)

- 9.1 The School's Careers Programme actively seeks to challenge stereotypical thinking and raise aspirations. It addresses the perceptions students may have about their gender and careers.
- 9.2 The School aims to implement a "Careers Fair" for years 10 and 11 and will be designed so that students are given choices and can select talks and activities that address their needs.
- 9.3 The School will collect and maintain accurate data for each pupil on their education, training, or employment destinations for at least three years after they leave.

10. Linking curriculum learning to careers (Gatsby Benchmark 4)

- 10.1 Each subject should support students to identify the essential skills they develop and to identify the pathways to future careers. This may occur during lessons or homework tasks, at subject information evenings at GCSE as well as through displays.
- 10.2 Staff will be encouraged to emphasise skills that are valued by employers – soft skills and transferrable skills. They will also be able to sell the unique skills imparted by their subject e.g. understanding spatial relationships for Geography, numeracy in Maths, dealing with past information in History, being able to appreciate other faiths for RS etc. Staff will be encouraged to explain how these skills will be useful as an employee/employer. The SLT will deliver staff training in the regular INSET and CPD slots to enable staff to implement this within their lessons.
- 10.3 The SLT will support the Heads of Department in the tasks above by suggesting resources such those by The Careers & Enterprise Company, 'My Learning, My Future' and STEAM learning targeting specific subjects.
- 10.4 As part of enrichment and PHSE lessons in Year 9, the School will support students to understand that the core academic subjects at GCSE – English, Maths, Science, History or Geography, and a Modern Language. These subjects, which provide a sound basis for a variety of careers beyond the age of 16, can also enrich students' studies to give them a broad general knowledge that will enable them to participate in and contribute to society.
- 10.5 The Enrichment curriculum will give students opportunities to display their skills and that will allow them to shine at interview, or in written applications. The Head of Careers will liaise with the Enrichment coordinator to ensure these opportunities are well signposted to students.

11. Encounters with employers and employees (Gatsby Benchmark 5)

- 11.1 Year 7 will participate in a 'Take Your Child to Work Day.'
- 11.2 Year 8 will be involved in a Question-and-Answer session with a panel who have separate roles within the School (outside of teaching).
- 11.3 Year 9 and above will take part in the yearly Careers fair where they can meet a range of employers and employees. These include alumni and staff contacts, as well as parents and outside providers.
- 11.4 Various years will be signposted to virtual careers encounters where appropriate.
- 11.5 These encounters may include visits by employers or employees organised within departments, e.g. author and poet visits in English. Or as part of assemblies, e.g., visit by Yateley Industries, explaining their role in the community and beyond.

12. Experiences of workplaces (Gatsby Benchmark 6)

- 12.1 Year 10 will have work experience allocated to them as part of their GCSE provision. This will not be in a chosen field but serve as an opportunity for them to experience the general world of work and expectations of it. This will allow them to sample the differences between work and school.
- 12.2 Year 7 will have experience of workplaces through the 'Take Your Child to Work' Day.
- 12.3 Year 5 will have experience of bringing parents into school to discuss their jobs in an assembly. This will be organised by the Head of Year.

13. Encounters with further and higher education (Gatsby Benchmark 7)

- 13.1 Year 9 and above will have encounters with further and higher education through the Careers Fair, including degree apprenticeships. The PSHE and Enrichment lesson will also emphasise that there are many new routes for students to take and the different advantages and disadvantages of apprenticeships compared with Degrees.

14. Personal guidance (Gatsby Benchmark 8)

- 14.1 Every student from Year 9 upwards will have a one-to-one meeting with the Head of Year during the academic year (see Section 8).
- 14.2 Prep Department teachers can guide their classes with help from the Assistant Heads Upper and Lower School.
- 14.3 The School will offer a drop-in service for students to meet with the Careers Advisor.
- 14.4 The opportunity to speak with a career's advisor either over the phone or by web chat through the national careers service has been publicized with students, on the Senior Schools Career Notice Board.

15. Version Control

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2024
Date for next review of this policy	September 2026
Policy owner (SLT)	Careers Advisor overseen by Assistant Head Upper Schol.
Policy owner (Proprietor)	Amit Mehta (ILG)