

# Careers Education and Guidance Policy



**Name of Owner:** Marvin Cox

**Date:** September 2025

**Date of next review:** September 2026

**Requires approval by Governing Body:** Yes

**Southgate School:** Careers Education and Guidance Policy

## **Overview**

Southgate School is committed to providing an education to all pupils that will prepare them for life beyond school. All pupils will learn independence skills at a level that is developmentally appropriate. Our aim is to give pupils the skills to make choices, work with others and solve problems.

This policy is shared and signed by all the staff at Southgate School and shared on the school's website for all parents and carers to view. If you have any questions in relation to this policy, please email [office@southgateschool.co.uk](mailto:office@southgateschool.co.uk)

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **Introduction**

Southgate School is committed to providing an education to all pupils that will prepare them for life beyond school. All pupils will learn independence skills at a level that is developmentally appropriate. Our aim is to give pupils the skills to make choices, work with others and solve problems. This will equip our young people to engage in the community and to have some control over their lives as they grow and develop. It is important that young people are given the opportunity to develop the knowledge and understanding that they need to make informed choices from the options before them.

Marvin Cox manages the careers programme at Southgate School. A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2022 Education Act places a duty on schools to give all pupils in secondary education access to independent careers guidance, advice and information. Southgate School endorses the objectives for careers education and guidance in the framework for personal, social and health education and the national framework for careers, employability and enterprise education from the Careers Development Institute (CDI Framework). Southgate School is committed to providing a planned programme of careers education and guidance. We work from the CDI Framework for careers, employability and enterprise education in partnership with C+K Careers and the West Yorkshire Combined Authority Leeds Enterprise Partnership.

The school has adopted the eight Gatsby benchmarks of good careers practice. The pupils and their parents or carers in years ten and eleven have regular contact with a Careers Adviser from C+K Careers. In partnership with C+K Careers, Southgate School continue to track pupils' destinations and outcomes for three years after they leave Southgate. This policy was developed and is reviewed annually through discussions with teaching staff; the school's careers adviser, pupils, parents/ carers and governors. It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHCE, SRE, work related learning, equal opportunities and health and safety.

## **Aims**

The careers programme is designed to meet the needs of pupils at Southgate School. It is differentiated and adapted within the three Pathways to ensure it is appropriate and relevant to each individual. The Careers and Independence Lead maintains the strategic overview, working closely with other staff including Pathway Leaders. My Independence (semi-formal) or Careers and Independence (formal) is delivered across the curriculum to develop pupils' ability to care for their own needs, to be able to access the community, to work cooperatively with others, to make choices, decisions and to keep themselves safe. We work to raise aspirations, increase motivation and challenge stereotyping. We support pupils to recognise barriers to their learning and achievement and to make informed decisions and appropriate choices about the options that are available to them.

1. We work to enable pupils to make a successful transition into education, training or employment, after they leave school in Year 11.
2. The pupils are entitled to careers education and guidance that is impartial and confidential. It will be integrated in to their experience of the whole curriculum, based on a partnership with pupils and their parents or carers.

The programme will promote equality of opportunity, inclusion and anti-racism.

## **Implementation**

All pupils will receive discrete careers teaching in Years 9-11 through Careers and Independence or My independence lessons.

All pupils in Forest pathway will receive relevant Careers and Independence teaching in a holistic approach through a curriculum focussed on life skills and independence. All pupils will be encouraged to participate in Enterprise activities and they will have the opportunity to visit places of employment and post-16 educational provisions. They will also have opportunities to take part in mock interviews delivered by outside professionals, they will work with a Careers Advisor from C+K Careers, who will build a relationship with each individual and their parents/carers and support the transition from Southgate in to their Post-16 provision.

Where it is appropriate, pupils will have the opportunity to take part in work experience in the community or to take part in meaningful opportunities to experience the world of work within school. Southgate School will carry out checks and risk assessments for all new work experience placements. Some work experience placements require interviews to check suitability. Support for more vulnerable pupils is supplied by school. The school is in telephone contact throughout the placement, and undertakes a visit of each placement.

Parents sign consent forms and agreements. Pupils have a Health and Safety induction in every placement. Pupils aged 11+ will engage with careers activities with employers helping them to understand what work is like or what it takes to be successful in the workplace. Statutory Careers Guidance from January 2023 states: Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.

At Southgate this may include work with Alumni, employer involvement in the curriculum, enterprise competitions or mock interviews. The C+K Careers Adviser has a professional qualification in career guidance. The Careers Adviser works in partnership with the school to meet the statutory duty to secure access to impartial careers guidance to all pupils and their parents and carers including an annual Careers' Day and trips to local events which promote Post 16 options.

Information and guidance are offered to parents and carers during Parent/Carers' Evenings and Annual Review Meetings. In addition to this, the Careers Adviser will liaise with parents and carers about Post-16 provision as appropriate. Marvin Cox will also ensure parents and carers receive the Post-16 Transport application form in the summer term and support its completion. C+K Careers will remain in contact with the family and support as required until the pupil reaches the age of 25 years. Southgate School will take pupils, as appropriate, and encourage parents and carers to attend external events organised by Kirklees Council to showcase the 'Local Offer'. The Intervention Team, and specifically the Family Liaison Officer, at Southgate keep up to date with the opportunities and available provisions for young people with disabilities in Kirklees and share this information with families at Parents/carers Evenings and Annual Reviews.

Parents and carers can contact the Family Liaison Officer for further support as required. Careers resources are kept up to date under the supervision of C+K Careers.

All pupils at Southgate School will have access to outdoor activities that will enrich the curriculum, build self-esteem and confidence. Opportunities are provided for pupils to engage in appropriate residential trips such as Calvert Trust, camping or walking expeditions. Southgate School offers Duke of Edinburgh Bronze and Silver Awards.

These skills are developed throughout the curriculum and all pupils will engage in specific lessons designed to prepare the pupils, appropriate to their stage of development, for their future independence.

In Years 10 and 11 the pupils work with an allocated C&K Careers Personal Adviser in school. The Personal Adviser works with both pupils and parents/carers to guide and support the young people in to the most appropriate Post 16 provision. The pupils have opportunities to visit Post 16 educational facilities, leisure facilities and provisions that are designed to support our young people beyond the age of 16. Pupils also have opportunities to visit places of employment and access either internal or external Work Experience opportunities for those ready for this challenge. Pupils have opportunities to engage in Mock Interview sessions both in the classroom and with professionals from industry. Enterprise and Stem activities are organised by class teachers and may involve other organisations as appropriate.

## **Cross Curricular links**

Opportunities to develop the skills to gather information, make choices, solve problems and work as part of a team can be found in all subject areas. However, the most obvious links are in Maths, English, PSHE, Food Technology and Life Skills, when pupils learn about money, effective communication skills, the wider community, employment, post 16 opportunities and travelling.

## **Resources**

Our Resource bank is always developing with the support of C&K Careers.

Examples of what we have so far:

- Training kitchen;
- Forest School trained staff;
- Outdoor Activities timetabled for all pupils;
- Access to leisure facilities in Kirklees;
- Interactive software;
- Games;
- Careers Resources;
- C&K Careers Personal Adviser;
- Offer Work Experience opportunities appropriate to the needs of the pupil;
- Links with industry that offer educational visits.
- Vocational courses and accreditations
- Trips and visits with employers, places of employment and local events promoting Careers

## **Consulting Parents and Pupils**

In Year 9 and 10 the pupils and parents will begin to work with the Personal Adviser. Pupil progress is discussed with parents/carers during the two scheduled Parent/Carers' Evenings, the Annual Review meetings and through the School Report. Additional, regular contact between school and home is encouraged to ensure individual needs are met.

Within the year 10 EHCP review, we ask parents to confirm parental preferences for post 16 provisions.

## **Management**

The Careers and Independence Lead, supported by other middle and senior leaders, is responsible for co-ordinating the Careers programme. The Careers and Independence Lead, Marvin Cox, and other leaders work closely with C+K Careers. Pupil guidance is led by C+K Careers. Work experience is planned and implemented by Marvin Cox.

All staff are expected to contribute to the Careers education and guidance programme through their roles as class teachers. Careers education is planned, monitored and evaluated by leaders and Marvin Cox in consultation with C+K Careers. Careers education is taught by class teachers in My Independence or Careers and Independence lessons as well as during special events. Specialist careers guidance is provided by the C+K Careers adviser. Administrative support is available as resources allow. Career learning outcomes are assessed throughout KS4 through a variety of accredited courses and experiences and feedback on the school Careers programme is welcomed from parents, carers, pupils and teachers via the school website.

An annual Partnership Agreement is negotiated between the school and C+K Careers identifying the contributions to the programme that each will make. Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities and sources of external funding actively sought. Staff training needs for planning and delivering the careers programme will be identified and met through support from leaders, Marvin Cox and C+K Careers.