John Mason School
OPPORTUNITY | RESPECT | DETERMINATION

# Careers Policy

| Applicable to | Responsible Officer | Date Adopted | Date of Review |
|---|---|---|---|
| All Staff | L Gibson | Sept 2026 | Sept 2027 |

## Contents


Introduction ..... 3

Objectives ..... 3

Student Entitlement ..... 4

Individual Careers Guidance ..... 4

Work Related Learning ..... 5

Careers Information and Resources ..... 5

SEND and Careers ..... 6

Partnerships and Links ..... 6

Monitoring, Review and Evaluation ..... 6

Year Programme ..... 7

Staffing and Development ..... 8

## Introduction

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. The John Mason School programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, celebrate diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirement.

Careers guidance and access for education and training providers - GOV.UK

Further information is available here:
Gatsby Benchmarks Explained
and here:
Gatsby Benchmarks | Good Career Guidance | Gatsby Education

## Overview of Careers at John Mason School

All changes to the careers policy are approved by the school governing body and they are regularly informed about the progress of the careers programme via Gatsby Benchmark reports.

## Objectives

The careers programme at John Mason School aims to:

• Support the school values of Opportunity, Respect and Determination whilst maintaining a culture of high aspirations and achievement.

• Enable all students to understand the relationship between education, skills, qualifications and future employment opportunities.

• Develop students' self-awareness, confidence, resilience, employability skills and ability to manage future career transitions successfully.

• Ensure students understand the full range of progression pathways available to them, including sixth form, further education, higher education, apprenticeships, supported internships, technical qualifications and employment.

• Provide meaningful encounters with employers, employees, further education providers, higher education institutions and apprenticeship providers.

• Develop students' understanding of local, regional, national and international labour market information and future employment trends.

• Support students in making informed decisions at key transition points including GCSE options, post-16 and post-18 progression.

• Challenge stereotypes and promote equality of opportunity by ensuring that all students are encouraged to consider a wide range of career pathways regardless of gender, ethnicity, disability or background.

• Support students in developing the skills, knowledge and attributes required for lifelong learning and successful career management.

• Ensure that students leave John Mason School fully prepared for their next stage of education, training or employment.

## Student Entitlement

All students at John Mason School are entitled to receive a planned programme of careers education, information, advice and guidance that is personalised, impartial and responsive to individual needs.

Students are entitled to:

• Access a stable and progressive careers programme from Year 7 onwards.

• Participate in careers learning activities within curriculum subjects, tutor programmes, assemblies and enrichment activities.

• Access up-to-date labour market information to support informed decision-making.

• Engage with employers, employees, entrepreneurs and workplace representatives.

• Learn about the full range of academic, technical and vocational pathways available to them.

• Participate in workplace experiences including work visits, employer encounters, enterprise activities, work shadowing and work experience.

• Receive information about apprenticeships, technical qualifications, further education, higher education and employment opportunities.

• Access impartial personal guidance from a qualified careers adviser.

• Receive support in preparing applications, CVs, personal statements and interview techniques.

• Be supported in developing employability skills including communication, teamwork, leadership, problem-solving and resilience.

• Receive additional support where required to ensure successful progression and transition.

Parents and carers are recognised as key partners in supporting career development and will be provided with information, guidance and opportunities to engage with the careers programme throughout their child's education.

## Individual Careers Guidance

The Gatsby Benchmarks state:

‘Every pupil should have opportunities for guidance interviews with a career’s adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.’

The school guarantees impartial and independent advice via:

- A Career Adviser who holds one-to-one interviews with students and works in the best interests of the students
- Promotion of independent websites relevant to all career needs, from choosing a university to pursuing a career, at options evenings, available on the school website, and on the school central drive
- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations, representatives of higher education establishments, parents and former students, who are a valuable resource. All visitors are expected to comply with the school's Visitors' Policy which includes the Code of Conduct.
- All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.
- Online access to Careers Education software

## Work-related Learning

John Mason School recognises that meaningful workplace experiences are a vital component of a high-quality careers programme. Experiences of workplaces help students develop employability skills, understand workplace expectations and make informed decisions about future career pathways.

The school provides a progressive programme of workplace experiences throughout Key Stages 3, 4 and 5. These experiences may include:

• Employer encounters;

• Workplace visits;

• Enterprise and entrepreneurship activities;

• Mock interviews;

• Careers fairs and networking opportunities;

• Work shadowing;

• Volunteering opportunities;

• Work experience placements.

In line with the strengthened Gatsby Benchmark relating to workplace experiences, the school is committed to ensuring that students have multiple opportunities to engage with workplaces and employers throughout their education.

Year 10 students participate in a one-week work experience placement. The programme aims to:

• Develop employability skills;

• Increase confidence and independence;

• Improve understanding of workplace expectations;

• Enable students to explore career interests;

• Support future decision-making.

Students are supported through a structured programme including preparation activities, CV development, application support, interview preparation, health and safety briefings and post-placement reflection activities.

The school uses Unifrog to support the organisation and monitoring of work experience placements. Appropriate checks are completed to ensure placements meet safeguarding and health and safety expectations.

Following work experience, students are encouraged to reflect on their experiences and identify the skills and knowledge they have developed.

To ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement holds valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI, and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative.

## Careers Information and Resources

John Mason School is committed to ensuring that students, parents/carers and staff have access to accurate, up-to-date and impartial careers information.

Students have access to a wide range of careers information resources through online platforms, employer encounters, curriculum activities, assemblies and careers events. Careers information is designed to support informed decision-making and provide students with an understanding of the opportunities available locally, nationally and internationally.

The school uses Unifrog as its primary careers platform. Through Unifrog, students can:

• Research careers and progression routes;

• Explore apprenticeship opportunities;

• Investigate university courses and higher education providers;

• Access labour market information;

• Record careers activities and achievements;

• Organise work experience placements;

• Create CVs, applications and personal statements.

Compass+ is used to monitor participation in careers activities, evaluate programme effectiveness and track Gatsby Benchmark achievement.

Students receive careers information through:

• Curriculum lessons;

• Tutor programmes;

• Assemblies;

• Careers fairs;

• Employer encounters;

• Work experience activities;

• Progression events;

• Independent research opportunities.

Parents and carers are provided with information through newsletters, information evenings, parent evenings, school communications and the school website. The school recognises the important role that parents and carers play in supporting career decision-making and actively seeks to involve them throughout the careers programme.

Staff are regularly updated on careers initiatives and labour market developments through professional development opportunities and internal communications. This supports the effective integration of careers learning within curriculum areas.

The school is committed to ensuring that all careers information remains impartial, accurate and reflective of the full range of available pathways.

## SEND and Careers

John Mason School is committed to ensuring that students with Special Educational Needs and Disabilities (SEND) receive high-quality careers education and guidance that supports successful preparation for adulthood.

Students with SEND access the same careers programme as their peers, with reasonable adjustments and personalised support provided where necessary. Careers provision is designed to promote high aspirations and ensure that students are aware of the full range of opportunities available to them.

The Careers Leader works closely with the SENDCo, careers adviser, pastoral teams, parents/carers and external agencies to ensure that careers support is appropriately tailored to individual need.

Additional support may include:

• Additional careers guidance interviews;

• Supported workplace visits;

• Personalised transition planning;

• Small-group careers activities;

• College visits and taster sessions;

• Engagement with specialist providers and support services;

• Enhanced support during work experience planning.

Careers planning forms an important part of annual review processes for students with Education, Health and Care Plans (EHCPs). Transition planning begins early and focuses on supporting students to achieve positive destinations.

The school monitors participation and destination outcomes for students with SEND to ensure that they are receiving equitable opportunities and achieving successful progression.

The school is committed to supporting all students, including those who are vulnerable or at risk of becoming NEET, to make informed decisions and achieve positive post-16 and post-18 destinations.

## Partnerships and Links

Partnership working is central to the success of the careers programme at John Mason School. The school works collaboratively with a wide range of organisations to ensure students receive meaningful careers experiences and access to accurate labour market information.

The school maintains strong relationships with:

• The Careers and Enterprise Company;

• Enterprise Advisers;

• Enterprise Oxfordshire;

• Local employers;

• Apprenticeship providers;

• Further education colleges;

• Universities;

• Professional organisations;

• Community groups;

• Parents and carers;

• Former students.

These partnerships support the delivery of:

• Employer encounters;

• Careers fairs;

• Mock interviews;

• Mentoring programmes;

• Workplace visits;

• Work experience placements;

• Enterprise activities;

• Curriculum enrichment opportunities.

The school is an active member of the OX14 Partnership and works collaboratively with local schools to enhance opportunities available to students.

Parents and carers are recognised as valuable partners within the careers programme. The school seeks opportunities to engage parents and carers in careers activities and to draw upon their professional expertise where appropriate.

Former students also play an important role in supporting the programme through sharing their experiences of education, training and employment pathways.

The school continually seeks to develop and strengthen partnerships in order to provide the highest quality careers provision for students.

**PROVIDER ACCESS (BAKER CLAUSE)**

This policy statement sets out the school's arrangements for managing requests from providers of technical education and apprenticeship providers to access students for the purpose of providing information about approved technical education qualifications and apprenticeships.

John Mason School is committed to ensuring that all students are fully informed about the full range of education and training pathways available to them.

In accordance with the Provider Access Legislation, all students in Years 8 to 13 are entitled to:

• Learn about technical education qualifications and apprenticeship opportunities as part of a careers programme that informs students of the full range of education and training options available at each transition point;

• Hear from a range of local providers about opportunities they offer, including technical education and apprenticeships;

• Understand how to apply for academic, technical and apprenticeship opportunities.

The school will provide a minimum of six encounters with providers of technical education and apprenticeships:

• Two encounters during Years 8 and 9;

• Two encounters during Years 10 and 11;

• Two encounters during Years 12 and 13.

These encounters may take place through:

• Assemblies;

• Careers fairs;

• National Apprenticeship Week activities;

• Employer engagement events;

• Technical education presentations;

• Skills workshops;

• Curriculum activities.

All providers wishing to request access should contact the Careers Leader.

The school will actively work with providers to ensure that students receive balanced and impartial information regarding all progression routes.

The school's Provider Access Statement is published on the school website and reviewed annually.

## Monitoring, Review and Evaluation

The Careers Lead maintains a database to map progress and choices during year 11. A database of future destinations for HE and work-based training is also held for at least 3 years following a student's departure from the school. Google Form surveys are used to provide baseline and impact data for careers activities.

Unifrog is currently being rolled out across the school in a phased approach over the coming years. Every student will be asked to highlight their areas of interest for their future careers and then activities and speakers for the academic year can be provided and targeted based in this information. This is also shared with all staff to show where our students' interests lie and to help link curriculum and careers.

At the end of every academic year, as part of the parent questionnaire, parents will be asked about their children's experience of Careers Education in school. This information will be used to review our work in school for the following year. The Careers team along with the school Senior Leadership and Enterprise Oxfordshire ( previously known as OxLEP) and Enterprise Advisors will review through the Careers and Enterprise Company Compass+ system how well the school has met the Gatsby Benchmarks and where there is room for improvement. The Careers Lead will also meet with representative of each year group to understand their Careers Education experiences from that year and what they would like to see in the coming years.

## Year Programme

The careers programme is progressive and builds upon students' knowledge, skills and experiences as they move through the school.

Year 7
- Introduction to careers education
- Employability skills development
- Curriculum careers links
- Employer encounters
- National Apprenticeship Week activities
- Assemblies focused on aspirations and future opportunities

Year 8
- Human Library activities
- Employer encounters
- Labour market information activities
- National Apprenticeship Week events
- Curriculum enrichment activities
- Introduction to technical and vocational pathways

Year 9
- GCSE Options support
- Careers assemblies
- Futures Day
- Employer engagement activities
- Apprenticeship and technical education presentations
- Enterprise activities
- Careers guidance linked to option choices

Year 10
- Work experience preparation
- CV writing workshops
- Interview preparation
- Careers Fest participation
- Employer encounters
- Apprenticeship awareness activities
- One-week work experience placement

Year 11
- Personal guidance interviews
- Mock interviews
- Post-16 progression support
- College and sixth form information events
- Apprenticeship application support
- Supported college visits
- Transition planning

Year 12
- Higher education guidance

• UCAS preparation
• Personal statement workshops
• Apprenticeship and degree apprenticeship information
• Employer networking opportunities
• Work-related learning experiences

Year 13
• UCAS application support
• Student finance guidance
• Apprenticeship and employment support
• Interview preparation
• Transition support for higher education, apprenticeships and employment
• Destination tracking and progression planning

The annual careers programme is reviewed and updated to reflect student needs, labour market developments and statutory guidance requirements.

## Staffing and Development

| Staff | Position | Responsibilities within CEIAG |
|---|---|---|
| L Gibson | Assistant Headteacher<br>CEIAG Lead KS3/4 | Strategic management and co-ordination of CEIAG, linking CEIAG to wider school policies and development plan priorities. Link between CEIAG and SLT/ and the Governing Body. |
| J Preston | Assistant Headteacher<br>Director Of Sixth Form<br>CEIAG Lead KS5 | Delivery of H/E advice and guidance and coordination of UCAS applications and advice. |
| L Gibson | Work Experience Coordinator | Co-ordination of work experience for Yr10 |
| D Bingham | Careers Adviser | Delivery of individual careers advice to students |
| A West | Headteacher with oversight of CEIAG | Monitoring of all CEIAG activities for YR7-13 |
| Tutors | | Support for careers and curriculum links<br>Mentoring support for UCAS applications |
| T. Watts | Link Governor | CEIAG |
| S Ramsdale | 6th form Admin Support | Admin support for UCAS / HE |

All changes to the careers policy are approved by the school governing body and they are regularly informed about the progress of the careers programme via visits to the school, secondary education committee meetings and reports/presentations delivered by the Careers Leader.