

Date: January 2025  
Review date: January 2026  
Responsibility: KB

# Bishop Challoner School



## Careers Education & Guidance Policy



**Bishop Challoner School**  
**CAREERS EDUCATION AND GUIDANCE POLICY**

We need to equip our pupils with the attitudes, knowledge and skills which will enable them to be successful in managing their personal development during and after their years at school. We recognise the important role that parents have in their child's career development and work in partnership to develop the confidence and capability to support their child's planning and decision-making. All pupils need to be aware of the core British values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance so they are prepared for modern life in Britain.

**Aims**

- To develop pupils' knowledge and understanding of their personal qualities, capabilities, values and potential.
- To enable pupils to investigate careers and educational opportunities.
- To enable pupils to implement their career plans.
- To work with the careers services to enable them to fulfil their contracted duties on behalf of the Secretary of State.
- To promote and practise equal opportunities for all pupils.
- To encourage individual liberty by freedom of choice in a safe and supportive environment.

**Objectives**

- To provide access to careers information which is up-to-date, comprehensive, accurate and unbiased
- To provide up-to-date, comprehensive, accurate and unbiased information to pupils making choices about education.
- To ensure pupils have access to the guidance of the local careers service company.
- To enable pupils to understand their own characteristics, skills and potential
- To encourage pupils to show initiative and understand how they can contribute positively to society
- To encourage pupils to explore opportunities for further education and employment.
- To enable pupils to make informed decisions about their next steps in education or employment
- To enable pupils to investigate and choose an appropriate work experience placement.
- To enable pupils to acquire the skills needed to manage their careers.
- To enable parents to take an active part in their children's decisions about education or employment.

**PHSEE Lessons**

- Pupils use self-assessment exercises to develop their ability to reflect on their own capabilities, values, strengths and weaknesses.
- Pupils review their academic progress and set personal targets for improved achievement.
- Pupils in Year 9 use guidance materials provided by the career service to think about the implications of selecting their GCSE options.
- Pupils in Year 11 use guidance materials provided by the career service to investigate their post-16 options.
- Pupils in Year 12 and Year 13 reflect upon their own qualities and skills; investigate their options at 18+ with the assistance of an external careers expert; explore ways of making decisions; examine trends in employment; learn about conditions of work and practise writing CVs and letters of application.
- Our Carousel Curriculum ensures that careers lessons are delivered to Key Stage 3 pupils.

### **Work Experience**

- Pupils in Year 11 are encouraged and supported to complete work experience after completion of their GCSE examinations.

### **Careers Service**

- For Year 11 pupils, an external adviser holds one to one interviews with pupils and their parents to advise about the implications of GCSE subject results and to discuss 16+ options.
- For Year 12 and Year 13 pupils, an adviser conducts personal interviews to give information on higher education and post-18 employment. Parents are also invited to join these interviews.

### **Option Evenings**

- In Year 9 parents and pupils are provided with a booklet informing them of pupils' options at GCSE; an options evening is held to allow pupils and parents to discuss options with teachers and an adviser from the careers service.
- In Year 11 parents and pupils are provided with a booklet informing them of pupils' options after Key Stage 4; an options evening is held to allow pupils and parents to discuss options with teachers and an adviser from the careers service. Pupils are encouraged to visit the Russel Group "Informed Choices" website at [www.informedchoices.ac.uk](http://www.informedchoices.ac.uk) to help select suitable A Level subject choices. A Level taster lessons are also held so pupils can experience a typical 16+ lesson.

### **Staff responsible for the delivery of careers education and guidance:**

#### **Form Tutors and teachers of PSHEE**

- Deliver careers education in PSHEE lessons
- Help pupils develop skills and qualities which will be important in employment; communication skills, listening skills, courtesy, personal presentation, co-operation, punctuality and personal organisation

#### **Subject Teachers**

- Advise pupils of the relevance of their subject to future employment
- Help pupils develop skills which will be useful in employment by encouraging curiosity, accuracy, good communication skills, independent learning, team work, use of IT and attention to deadlines.

#### **Head of Section- Key Stage 3**

- Plans PSHEE lessons for Year 7, Year 8 and Year 9 to achieve the required outcomes for careers education
- Co-ordinates the production of the booklet about choice of GCSEs for the Year 9 options evening with the Deputy Head.
- Unifrog during tutor time

#### **Head of Section- Key Stage 4**

- Plans PSHEE lessons for Year 10 and Year 11 to achieve the required outcomes for careers education
- Writes any references required
- Keeps records of individual careers interviews with careers adviser for pupils in Year 11
- Keeps records of post-16 destinations of Year 11 pupils
- Unifrog during tutor time

### **Head of Section- Sixth Form**

- Co-ordinates the production of the information booklet about post-16 for the Year 11 Options Evening (along with Deputy Head)
- Delivers PHSEE lessons to achieve required outcomes for careers education.
- Co-ordinates the mentoring programme in Year 12 and Year 13
- Is responsible for UCAS mentoring, advice and applications
- Unifrog during tutor time

Inset - Staff involved in careers education attend training courses as available.

**Reviewed by: K Brooker**

**Date: January 2025**

**Next Review: January 2026**