IMPERIUM FEDERATION

Careers Policy

Policy	**Careers**		
Date for Review	October 2027	**Schedule**	Annually
Date agreed by staff	October 2026	**Date agreed by GB**	October 2026

1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers .

This guidance refers to:

The Education Act 1997

The Education and Skills Act 2008

The School Information (*England) Regulations 2008

This policy is also in line with the more recent Skills and Post-16 Act 2022 , which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find Provider Access Plan Policy 2023 on the school website.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

Our school must now secure independent careers guidance from year 7 (instead of from year 8).

3. Roles and responsibilities

3.1 Careers leader

Our careers leader is Howard Shearing and they can be contacted by phoning 0208 850 8081 or emailing howardshearing@imperium.greenwich.sch.uk. Our careers leader is a member of the senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans

Work with our school;s designated teacher for looked-after children (LAC) and previously LAC to:

- Make sure they know which pupils are in care or are care leavers
- Understand their additional support needs
- Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

3.2 Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

3.3 The governing board

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

1. A stable careers programme with a careers leader

2. Learning from career and labour market information

3. Addressing the needs of each pupil

4. Linking curriculum learning to careers

5. Encounters with employers and employees

6. Experience of workplaces

7. Encounters with further and higher education

8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

Tutor-led discussions, lessons, displays, National Careers week, and attending events, with guest speakers. We also link with Local London Careers Hub East, Careers and Enterprise company and Compass+ to support our provision.

Key Stage 3

Our career education programme and guidance will :

● Provide high quality independent and impartial advice to pupils on careers and opportunities in order to inspire and motivate them to achieve their goals and full potential.

● Contribute to raising attainment and achievement, to encourage and support our pupils to develop high expectations of themselves.

● Provide opportunities to gain knowledge of technical pathways and engagement with providers.

● Develop entrepreneurial and employability skills including skills for self-employment.

● To use Barclays life skills to enhance provision

● Support inclusion, equality and diversity and challenge stereotypes.

● Support our pupils at key transition points so that they have the best opportunity for success.

● To identify pupils individual skills and strengths through vocational profiling.

Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

Year 7: Within the PSHE curriculum – developing skills and aspirations for 6 weeks of the academic year, through examples of the world of employment, this includes an Enterprise initiative. This takes place during the Spring Term. (Supports BM4 and BM5). Barclays Life Skills

Year 8: Community and Careers including visits to employers providing information and understanding of all the roles and visits to the Sports Centre. The focus is on local employers, their community, and the opportunities available to the students. This will take place during tutor time and during the school curriculum. (BM4 and BM5) Barclays Life Skills

Key Stage 4

Our career education programme and guidance will :

● Provide high quality independent and impartial advice to pupils on careers and opportunities in order to inspire and motivate them to achieve their goals and full potential.

● Contribute to raising attainment and achievement, to encourage and support our pupils to develop high expectations of themselves.

● Provide advice and guidance on what is the best option for them and what would suit their best interests.

● Provide opportunities to work in partnership with employers, training providers, colleges and other organisations to provide high quality opportunities and to inspire our pupils through real life experience of the world of work.

● Develop entrepreneurial and employability skills including skills for self-employment.

● To gain and develop skills in the workplace that will transfer to other roles.

● Support inclusion, equality and diversity and challenge stereotypes.

● Support our pupils at key transition points so that they have the best opportunity for success.

● Provide secure access to job coaches in order to support pupils in work experience and the application process.

● Provide support to parents/carers to raise awareness of their child's aspiration relating to their future employment.

● To identify pupils individual skills and strengths through vocational profiling.

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

Year 9: Careers interviews, Employability Skills, reflecting across various skills needed for roles, including a discussion around qualifications that are required. Students will

review their own skills,and how you will improve these. In addition, Year 9 looks at CVs and interview skills.

From Year 9 onwards students will also have access to Skills Builder in addition to a yearly visit to Skills London in November. Students are given access to information on Apprenticeships and involvement in National Careers Week. Greenwich Local Authority provides CEAIG for all Year 9, Year 10 and Year 11 students. (BM4, BM5, BM7 and BM8).

Year 10: Year 10 students look at various roles and write their cover letters and CVs. Students will visit FE colleges, including Shooters Hill College. Employer visits will take place either locally or in central London and will also be supported by virtual work experience encounters including the NHS.

All students will also attend Skills London. The Career Lead will talk to students about T Level Encounters. Greenwich Local Authority provides CEAIG for all Year 9, Year 10, and Year 11 students. (BM5, BM7 and BM8)

Year 11: Careers Interviews CV writing and applications for Post 16 provision. Students will visit FE Colleges, including Shooters Hill College. Conversations continue with students on confirming entry requirements for Sixth Forms. (BM7 and BM8) We welcome all outside providers to visit our students and meet all statutory requirements for students to have two experiences of T Level providers each year. (Statutory requirement)

4.1 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.2 Access to our careers programme information

A summary of our school's careers development plan is published on our school website Careers Development Plan ,including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Howard Shearing on 0208 850 8081 or emailing howardshearing@imperium.greenwich.sch.uk

4.3 Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

Feedback from pupils, Work experience, tasks, leavers information, parents and teachers, evaluations, Compass+, Gatsby Benchmarking

5. Links to other policies

This policy links to the following policies:

- Provider Access Plan Policy 2025/6
- Imperium Safeguarding Policy
- Imperium Positive Behaviour Policy

6. Monitoring and review

This policy, the information included, and its implementation will be monitored by the governing body and SLT and reviewed annually.

The next review date is: October 2026