Careers Policy

Date last reviewed	October 2025
Committee Responsible	Quality of Education
Designated member of staff	Bernie Corrighan (Head of Careers/ Careers Leader) Elizabeth Rowley (Link Governor)
Date of next review	October 2027

Statement of intent

This policy is written taking into account a number of key policies and statutory guidance, including:

- Career Development Institute (CDI) Career Development Framework (2021)
- Education Act 2011 and statutory guidance for governing bodies, school leaders and school staff (DfE, 2018) Careers guidance and access for education and training providers (2018 & 2023)
- Eight Gatsby Benchmarks of Good Careers Guidance (see definitions in Appendix 1)
- Ofsted Inspection Framework (2019 & subsequent updates)
- The Technical and Further Education Act (2017) and The Provider Access Policy for Technical and FE (2023) - See separate Technical and FE Provider Access Policy

The careers policy describes the planned provision of the school to enable young people to learn about careers, learning and employability so that they can manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others.

The Governing Body

- Ensure there is a named governor responsible for taking a strategic interest in careers and encouraging employment.
- Ensure all students at the school are provided with independent careers advice from Year 7 to Year 13 and that the independent careers guidance provided is presented in an impartial manner.
- Ensure that the guidance includes information on the range of education or training options at each key transition point; including sixth forms, colleges, and other vocational pathways such as apprenticeships, supported internships or pre employment programmes.

- Supports arrangements for the independent careers guidance provided to students to be impartial and that the person giving the guidance is considering the best interests of the individual.

Commitment

- The DfE 'strongly recommends' that all secondary schools work towards and achieve the national 'Quality in Careers Standard'. Grey Court first gained the "Investor in Careers (IIC)" Award in 2007 and has continued to go for re-accreditation, most recently achieving this in Dec 2022.
- Grey Court is committed to raising the aspirations and ambitions of all its students, improving their eventual employability and life chances by providing a planned programme of careers education; a stable, structured careers programme; individual advice and guidance; and work related learning for all students in Years 7-13.
- The School is committed to independent and impartial guidance. To address this the school employs a specialist, professionally qualified Careers Adviser. This role is currently shared with Grey Court and The Hollyfield School as part of a joint agreement between the schools to deliver impartial careers information, advice and guidance.
- To provide sustained contacts with employers, mentors and alumni who can inspire students.
- To have a clear strategy for the advice and guidance provided to young people in line with the eight Gatsby Benchmarks.
- To provide access to a range of activities that inspire young people including encounters with employers, colleges, universities and training providers.
- To continue to develop the online resources and provide signposting to online careers resources.
- To have a fully inclusive careers and employability programme and to challenge stereotyping in career decision making.

The aims of the careers programme at school address the 6 career development skills that people need to have a positive career (based on the 2021 CDI framework):

- Grow throughout life
- Explore possibilities
- Manage career
- Create opportunities
- Balance life and work
- See the bigger picture

The school is committed to ensuring that all students at Grey Court have an entitlement to develop their skills and knowledge to make informed and ambitious choices about their future career pathways at all key transition points.

This policy will be reviewed biennially to take into account any changes through discussions and evaluation with teaching staff; the school's Careers Adviser, SLT i/c of Careers, students, parents, governors and other external partners such as Achieving for Children and the Careers & Enterprise Company.

Links with other policies

Careers and employability supports and is underpinned by key school policies including the Technical and FE Provider Access Policy, those for teaching and learning, literacy and numeracy, assessment, recording and reporting achievement, citizenship, wellbeing, PDW (Personal Development and Wellbeing), work experience, equal opportunities, inclusion and diversity, health and safety and special educational needs. Students in their education should seek to go beyond their potential and through a combination of an outstanding education and good careers education and individual guidance will go on to be successful and fulfilled citizens committed to lifelong learning and improvement.

Objectives

Students' needs (Gatsby Benchmarks 3 and 8)
The Careers and Employability programme is designed to meet the needs of all students at Grey Court. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. As a part of our commitment to inclusion special care is taken to ensure students with an Education, Health and Care Plan and disadvantaged students have access to advice and guidance at each stage of their education.

Entitlement (Gatsby Benchmarks 1-8)
(See Appendix 2) Students are entitled to careers education and employability learning that meets the professional standards of practice and are person-centred, impartial and confidential. It also will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme aims to raise aspirations, challenge stereotyping and promote equality and diversity through a variety of activities. We seek to create multiple opportunities for students to meet with employers and other educational providers throughout their time at Grey Court. These experiences are further consolidated through PDW, enrichment, activities days and tutor time. Student experiences are recorded in their PDW folders to enable monitoring and evaluation. Sixth form careers experiences are recorded through the use of Unifrog and the Grey Court graduate edge programme.

Implementation
Line Management (Gatsby Benchmark 1)
The Head of Careers/Careers Leader reports to the Deputy Headteacher, a member of SLT.

Staffing (Gatsby Benchmark 1)
All staff through the tutorial system and in PDW contribute to careers education and employability through their roles as tutors and subject teachers. Careers related sessions are delivered by tutors at designated points during the academic year with the support of the Careers team. Tutors are regularly trained by the Careers Leader on the key knowledge and skills.

The Careers Leader has overall responsibility for the provision for Careers and employability learning in the school. They work in conjunction with the Phase Leaders, PDW coordinator, Careers Adviser and SENCO.

The careers and employability programme is planned, monitored and evaluated by the Careers Leader, Deputy Headteacher i/c of careers and the PDW Coordinator.

Curriculum (Gatsby Benchmark 4)
The school seeks to ensure all students achieve their potential and acquire the core skills of numeracy, literacy and ICT as well as a wide ranging curriculum across Key stage 3 to 5. Students at risk of underachieving are identified; support and intervention are provided for those who require improvement. The careers and employability programme includes careers guidance activities appropriate to the 3 key stages. This is delivered through a series of PDW lessons, tutor time and activities days during the year. Additionally, Year assemblies regularly address careers and employability topics. An overview of CEIAG is available. Furthermore, Heads of Subject Faculty, particularly in the STEM subjects, highlight the relevance of these subjects to a wide range of future careers paths. Students are actively involved in the monitoring, review and evaluation of activities.

Partnerships (Gatsby Benchmarks 5, 6 and 7)

Partnership Agreements are negotiated between the school and other service providers including colleges and universities e. g STEM Learning, Achieving for Children, Future First, Speakers for Schools, Inspiring the Future, South Thames Colleges group, local employers and organisations are on-going (see appendix 3). These partnerships ensure opportunities for encounters with employers and employees from the world of work and encounters with further and higher education.

Resources (Gatsby Benchmarks 1 and 2)
Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the Careers and Employability area. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought whenever available.
Careers information is available on the School website and google classroom. Information on google classrooms is personalised to each year group. All students can access the careers platform Unifrog in school or at home through their personal login.

Staff Development (Gatsby Benchmark 1)
Staff training needs are identified and training is put in place, led by appropriate individuals in conjunction with Assistant Head in charge of Learning and Teaching. Training is put in place to ensure the Head of Careers and other staff, with responsibility for careers, are kept up to date. Teachers are regularly updated and trained through Staff/Phase Meetings. Funding for training is accessed through school funds. The school will endeavour to meet training needs within a reasonable time period.

Monitoring, review and evaluation (Gatsby Benchmark 1)
The school was awarded the Quality in Careers Standard and maintains the award through reaccreditation every three years. As a part of this process the school goes through a rigorous process of self-evaluation and review. In addition to this, the programme is reviewed annually by the Careers team to identify desirable improvements.

Evaluation takes place in a variety of ways:
- Students are issued with individual reflection and evaluation forms after PDW/events etc.
- Monitoring of entitlement and employability skills.
- Opportunity and feedback through the school collegium.
- Staff involved provide feedback on the strengths and areas for development verbally and through evaluation forms.
- Tutors talk to tutor groups and ask for feedback.
- The Head of Careers/Careers Adviser asks for feedback.
- Feedback from Staff, Parents and Governors.
- Any external volunteers are regularly asked for feedback after events.
- Destination data is looked at by SLT to inform future planning.
- Student focus groups provide a valuable source of information and feedback on activities.
- Line management meetings to evaluate activities.

Approvals

- ***Signatures: Headteacher and Chair of Governors***
- ***Date of approval by Governors***
- ***Date of review***

APPENDIX 1

The eight Gatsby Benchmarks of Good Career Guidance are:

- Gatsby Benchmark 1 - A stable careers programme
- Gatsby Benchmark 2 - Learning from career and labour market information
- Gatsby Benchmark 3 - Addressing the needs of each pupil
- Gatsby Benchmark 4 - Linking curriculum learning to careers
- Gatsby Benchmark 5 - Encounters with employers and employees
- Gatsby Benchmark 6 - Experiences of workplaces
- Gatsby Benchmark 7 - Encounters with further and higher education
- Gatsby Benchmark 8 - Personal guidance

Overview of Key Elements of Grey Court Careers and Employability Programme

Note: these activities can be in person or virtual

Year Group	Provision
Year 7	The principles of good Careers education are embedded in the school's induction programme for all new students arriving at Grey Court school. Students receive a thorough induction which supports their transition from primary school to secondary school. A part of this is to begin a programme of self-development in which students can discover more about themselves; their strengths and weaknesses. They can discover what inspires and motivates them to be successful and begin to plan their future careers ahead. Students begin to develop a personal profile on which they can build using the Unifrog Careers programme. Students complete an aspirations survey in Year 7. Students are also encouraged to think about future career aspirations by producing a 'Dream job' poster and taking part in a year 7 careers event, where they meet employers. Students reflect on their first year at secondary school in their end of year 7 restorative conference and submit suggestions for improvement to the year 7 experience.
Year 8	Students revisit Careers and employability and through the Gradu8 (which involves enterprise and careers learning) programme begin to investigate and explore different career and business opportunities. Part of Gradu8 includes an enterprise activity (See PDW programme). A major theme of Gradu8 is developing enterprise skills and resilience. Students will also have a careers challenge where students will research into careers and complete a project on their future interests.
Year 9	During this year students focus on their choices at Key stage 4. In PDW students develop their skills in decision making and use their skills to find different Careers information in preparation for their options choices. Students receive a presentation about their options and decision making. Furthermore an Activities day is devoted to a 'Careers and Options' which includes a careers event with a large variety of volunteers from business, industry and a workshop on financial awareness. KS3 Work experiences will be developed in line with the work experience National guidance 2025s.
Year 10	Students receive guidance on beginning their Key stage 4 from the Phase leader and tutors and then later in the year in the summer they have the opportunity to take part in work related activities as well as visits to universities and other aspirational careers visits or virtual experiences. A small number of students on vocational courses or with particular needs are also identified to take part in work experience in the summer of Year 10 and all students will take part in work

	place visits. KS4 Work experiences will be developed in line with the work experience National guidance 2025. Students also have the opportunity to take part in a public speaking workshop organised by Jack Petchey called the Speak Out challenge. Students start to think about their post 16 options which might include staying on at Grey Court's Sixth Form, applying to one of the many local Colleges or School Sixth forms or doing an apprenticeship. In the summer of Year 10, there are Careers Employability and Enterprise activities which address many of the key careers and employability skills and an aspirational trip to a University (Gatsby benchmarks 5, 6 & 7) . Year 10s with an EHCP receive support from Achieving for Children (AfC) who provide impartial careers guidance meetings.
Year 11	By Year 11 students will be making decisions about Further Education or Apprenticeships. Early in the term there is a careers event for all Year11 students and students are encouraged to attend a number of open evenings to make an informed choice. As part of the Careers and employability programme all students will be offered an individual careers interview as well as an interview with a senior member of staff and their tutor through the Academic Tutor day. All students will complete a Personal Statement to support future applications and to go in their Record of Achievement Folders. There are also opportunities to visit local colleges such as Richmond and Kingston College as well as take part in an apprenticeship information events. Students not applying to Grey Court Sixth form receive advice and support on their applications to college and apprenticeships. Year 11s with an EHCP receive support from Achieving for Children (AfC) who provide impartial one to one careers guidance meetings. KS4 Work experiences will be developed in line with the work experience National guidance 2025.
Year 12	All students remaining at Grey Court Sixth form will receive a programme of induction where they will take part in workshops at a University e.g. Royal Holloway. All students will use Unifrog which is a careers, university and apprenticeship tool. Students will also use Unifrog to draft personal statements. As a part of the Year 12 programme they will be introduced to the UCAS process and begin their UCAS applications in the summer term. They look at other opportunities open to students such as apprenticeships, internships, gap years and other careers and vocational opportunities. The school will seek to guide and support the students through providing a variety of mentors and coaches through the school's external partnerships and alumni. Work experience is launched in the Autumn Term with a series of activities to support students in finding a placement. In December, the 'Friends and Founders event' is a careers networking event where students can talk to people from a range of professions and potentially gain work experience. In preparation for this event all students are asked to prepare a CV. We support students with organising placements and do a pre-brief and debrief. Work experience takes place in July and is a key part of developing a student's employability skills. We also advertise virtual opportunities throughout the academic year so students can take part in virtual experiences at any stage. Alternatives to work experience include university summer schools and schemes such as Eton X which allows students to develop their interest in a subject they might like to study at university. We have designated staff members supporting applications for Oxbridge and Medical school and this follows a programme of activities. We work with King's Wimbledon, St Paul's School and Ibstock School who provide outreach support with Oxbridge and Medicine.

	Careers event for Year 12 in the Autumn Term to explore a range of careers areas. A range of career workshops will be offered e.g. Careers in Medicine, Law etc will take place during Year 12 to facilitate the students' decision-making process and applications to university. The students will each have their tutors who will provide guidance and support so students can research their possible options, post Grey Court. A programme of financial awareness education alongside other life skills. Students participate in University visits such as Royal Holloway, Kingston, King's College to name a few. All students are invited to the UCAS Fair to meet with a range of HE institutions. Students will attend an apprenticeships event. Throughout the sixth form students will complete the Grey Court Graduate Edge programme. This will log all activities undertaken by a student outside the classroom which demonstrate independent thinking, social responsibility, leadership skills and trust placed in the young person by others. Some aspects will be supported and structured by the school and others independently researched and achieved. Careers and HE interviews with the Careers Adviser or Higher Education Officer. Year 12 Parents HE and student finance information evening. Bespoke opportunities are provided e.g. Investec - female students attend a day workshop delivered by female executives at Investec encouraging women to enter finance, employability skills, CV building and interview skills.
Year 13	Students will be mentored through the UCAS application process. Students do a final review of UCAS application prior to submission. Students applying through UCAS will receive help and support from their tutors in completing their application forms. The Oxbridge programme continues for students and support around interviews. All students will continue to use Unifrog which is a university and apprenticeship finder tool. Students applying for work or other Higher Education routes will be supported and advised appropriately. Invited to apprenticeship events to talk to local and national providers. Students applying for employment at 18+ or considering Higher apprenticeship or other vocational pathways will receive advice and guidance A continued series of events and workshops providing 'life skills and social responsibility' as well as employability is offered in conjunction with academic support. Careers and HE interviews with the Careers Adviser or Higher Education Officer. A range of providers come in to promote apprenticeships such as investec, Uptree and students are encouraged to attend apprenticeship events such as the World of Work roadshow and other events. Year 13s with SEN support or EHCP receive support from Achieving for Children (AfC) who provide impartial one to one careers guidance meetings. Bespoke opportunities eg. Investec - sixth form female students attend a day workshop delivered by female executives at Investec encouraging women to enter finance, employability skills, CV building and interview skills.

APPENDIX 2 – STUDENT ENTITLEMENT

Grey Court School Careers Education & Employability
Learning Student Entitlement Statements

Grey Court is committed to raising the aspirations and ambitions of all our students, appropriate to their individual needs. The aim of Careers education and employability learning is to ensure that all young people who come to Grey Court become confident and successful and the provision they receive will help to improve their eventual employability and life chances by providing a planned programme of careers education; individual advice and guidance; and work related learning.

All students will be entitled to impartial and independent Careers Education, Information, Advice and Guidance (CEIAG) programme that;

- Is inclusive and centred on the student and their individual needs
- Is integrated in to the students' experience of the whole curriculum
- Encourages all students to consider their career throughout all Key Stages
- Encourages all students to develop decision making skills
- Equips all students for independent learning and lifelong learning
- Prepares all students for future employability
- Prepares all students for personal financial management skills
- Provides each student with careers guidance from an impartial careers adviser
- Raises aspirations and promotes equality and diversity
- Encourages all students to set SMART targets and review progress

All Grey Court students are entitled to:

- A range of activities and opportunities that promote self-development, career planning and career management
- Access to up to date, relevant and comprehensive external impartial advice from a Careers Adviser and other specialist careers websites
- Individual careers advice from their Tutors, Phase Leaders, Student Support Officers and a member of the Senior Leadership Team (SLT).
- Appropriate support from staff to enable them to attain and achieve an appropriate school/college/university course, apprenticeship or training
- Careers support which is personalised to their own specific needs and abilities
- Have parents/carers informed about CEIAG updates and events

STUDENT LEARNING OUTCOMES

By the end of Key Stage 3 you will take part in a range of activities:

- Experience a PDW programme that will focus on your personal development
- Have access to independent guidance that includes information on GCSEs, A Levels, BTECs, T Levels & Apprenticeships
- Engage in enterprise activities that develop your team building, problem solving & decision making skills
- Be aware of your skills, strengths & preferred learning styles & how they apply to your future career goals
- Meet and talk with real employers/speakers from the world of work
- Receive support from SLT, careers team, tutors & others on your future options
- Careers advice interviews
- Subject visits & talks
- Career Websites such as Unifrog
- Interview with SLT about your options
- Careers & options events
- Academic tutoring day
- Explore opportunities in education and work
- Setting targets & reviewing progress
- Learning about managing personal finance
- Gradu8 programme

By the end of Key Stage 4 you will take part in a range of activities:

- Experience a PDW and tutorial programme focused on your personal development
- Develop skills for the world of work
- Have an opportunity to take part in work related and enterprise activities
- Receive information and advice on post 16 options, open days and taster sessions
- Be given the opportunity to apply to sixth form, colleges, training providers and apprenticeships
- Make realistic and informed choices about all options available to you at post 16
- Careers advice interview to discuss your career options
- Encounter with a university to inform on post 18 pathways
- Encounters with employers to hear from speakers from the world of work
- Access careers resources Information and resources e.g. Unifrog careers programme
- Receive guidance about managing your money and financial planning
- Have opportunities to evaluate individual achievements eg. record of achievement
- Receive support from SLT, Careers Team, Tutor & others on your future options

By the end of Key Stage 5 you will take part in a range of activities:

- Participate in an induction, PDW, enrichment and tutorial programme focused on your personal development
- Participate in the Grey Court Graduate edge programme
- Have access to careers advice and guidance with our impartial Careers Adviser
- Support with CV writing
- Have attended a Higher Education and Apprenticeship event
- Subject related opportunities e.g. trips, talks etc
- Use of the Unifrog careers resources
- Support from the 6th form team in applying to University
- Financial planning for university, work and training
- Have access to opportunities advertised through google classroom - careers, university, taster courses, lectures and work experience

- Work experience and work related activities (virtual/in person)
- Encounters with employers and GC alumni e.g. Friends and Founders, Careers events
- Opportunity to set targets and review your progress through on-going support from your tutor and subject teachers
- Have received information about alternatives to HE such as apprenticeships and employment options including self-employment and volunteering
- Have been given the opportunity to take part in enterprise and challenge activities
- Evaluate your experience and share with younger students

APPENDIX 3 – PARTNERSHIPS

Below are a list of a number of external agencies and organisations we have worked with to deliver impartial and independent careers Information, guidance and advice. We aim to engage fully with their local employer and professional community to ensure real-world connections with employers lie at the heart of our careers strategy.

Provider	**Activity**
Achieving for Children (AfC) teams: 14-25 team Way 2 Work	 Next Steps SEN Careers interviews, destinations and data activities and Partnership meetings, work experience and enterprise activities Apprenticeships and traineeships
Careers & Enterprise Company	Enterprise Advisers support with careers programme and compass+
Future First	Alumni portal
Grey Court alumni	Careers talks, work experience, mentoring
Grey Court parents/carers and Governors	Careers talks and work experience opportunities
Richmond upon Thames College	Attendance at Careers Fair, College events and advice sessions
Kingston College	Taster sessions, post 16 options presentations etc
Esher College	Information on courses and events
Ham Youth Club	Supporting Careers activities and provider of work experience
British Airways	Business and enterprise visits and work experience
Speakers for schools	Talks and virtual work experience
Kingston University	Engagement activities with various subjects e.g. STEM and visits/activities with students
STEM Learning	Involvement with Careers events and talks
National Physical Laboratory	Science tasters, activities. apprenticeship workshops and WEX
The Orange Tree Theatre	Work related activities
Sky	Skills Studios Enterprise activities
Universities - examples Sussex Cambridge Oxford Royal Holloway Surrey Kingston Roehampton St Mary's	Aspirational Visits & talks
Kingston Hospital	Training provider/Vocational courses
Headmasters	Work related activities and work experience
Local primary schools - Fern Hill, St Richards, Russell etc	Work experience
Jack Petchey	Speak out Challenge
Services - Army, Navy, Police, Fire Service	Careers events
Unifrog	Online learning platform
Investec	Asset Management company (female empowerment)
Hopscotch/WE Communications	Work experience visits
Valtech	Girls in Computing opportunities