

WOODHOUSE ACADEMY

CAREERS EDUCATION POLICY

Reviewed Autumn 2025
To be reviewed: Autumn 2026

Overview

Careers education is an important part of our Curriculum at Woodhouse Academy. A stable careers programme allows us to promote pupils' aspirational expectations and prepare pupils for the opportunities, responsibilities, and experiences of adult life.

We are fully committed to delivering an engaging, valued Careers Programme to all students from the beginning of their middle school experience to the end of their time with us.

This policy is written in line with the DfE statutory guidance *Careers guidance and access for education and training providers* (January 2023).

Aims

This policy aims to set out our school's provision of impartial and informed careers education for our pupils.

High-quality careers education 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
- Increase awareness of job possibilities and foster broader aspirations
- Encourage students to recognise how their strengths and attributes align with workplace skills
- Provide some experience and understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand their next step in education (transition to year 9)
- Take into account the individual needs of all pupils to tailor the programme accordingly and provide the right level of support
- Promote a culture of high aspirations and equality of opportunity

Roles and responsibilities

Strategic Careers Leader

Our strategic careers leader is Mrs Stevenson. Our careers leader will:

- Work towards meeting the Gatsby Benchmarks in a meaningful way

WOODHOUSE ACADEMY

CAREERS EDUCATION POLICY

Reviewed Autumn 2025
To be reviewed: Autumn 2026

- Ensure the careers programme is informed by a strategic careers plan aligned to the school's priorities
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO), 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
 - Engage with the relevant virtual school head and ensure a joined-up approach to identifying and supporting pupils' career ambitions
- Evaluate and continuously improve the careers programme, drawing on feedback from all stakeholders
- The governing board will receive an annual report on careers provision, including progress against the Gatsby Benchmarks

Operational Careers Leader

Our operational careers leader is Dr Kelly. She will:

- Take responsibility for planning and delivering the careers programme
- Coordinate and manage careers activities
- Engage parents and carers throughout
- Establish and develop links with external employers, education and training providers, and careers organisations

Careers Consultant

Our careers consultant is Beverley Ashley – Enterprise Coordinator working for the Careers and Enterprise Company - CEC

- The role of the CEC is to link schools and colleges to local employers to help them deliver world class careers support for all young people by building networks, supporting Careers Leaders in school and using the Gatsby Benchmarks as a best practice standard.
 - "My role is to focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice and positive

WOODHOUSE ACADEMY

CAREERS EDUCATION POLICY

Reviewed Autumn 2025
To be reviewed: Autumn 2026

outcomes for the young people of Woodhouse Academy. I work directly with Mrs Stevenson and Dr Kelly, careers leaders, in school.”

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 skills, choices and pathways.

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

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
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 Benchmark 6 Offer: Workplace experience in our middle school setting will include virtual encounters, employer talks, and experiential activities rather than work placements.

Our Benchmark 8 Offer: If any student in year 8 would like the opportunity to have a personal guidance session with a qualified Careers Advisor while at Woodhouse Academy, please send an email to office@woodhouseacademy.staffs.sch.uk and we will make arrangements for this to happen. Where appropriate, pupils will be prioritised for guidance if they are at risk of disengagement or need additional support.

Our programme doesn't show bias towards any particular institution, education or career path, and promotes a range of options for pupils.

It is structured in a way that builds upon previous years so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group. For further information about the programme, please access the 'careers' section of our website.

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

- By subject teachers in their lessons
- By PSHE teachers as discrete lessons
- Careers events
- Careers assemblies

WOODHOUSE ACADEMY

CAREERS EDUCATION POLICY

Reviewed Autumn 2025
To be reviewed: Autumn 2026

- Visitors
- Careers education aspect of all trips

How we meet our requirements

All subjects link curriculum learning with careers. Additionally, our PSHE curriculum includes information on careers and employability.

Information about careers education, and how to access it, will be communicated to pupils, parents and carers, and other stakeholders, including through the school website.

We provide opportunities for pupils to hear from a range of providers, including further education colleges, training providers and apprenticeship organisations, to comply with provider access legislation.

Pupils with special educational needs or disabilities (SEND)

All pupils with SEND will be supported with a careers programme that follows the Gatsby Benchmarks. We expect that the majority of pupils with SEND will follow the same careers programme as their classmates, with adjustments and additional support as needed. Information, opportunities and support will be personalised and sequenced to meet the needs of each pupil with SEND.

Our careers leaders 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.

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

Assessing the impact on pupils

Our careers programme is designed so pupils and parents/carers can give feedback throughout the course of the programme. We measure and assess the impact of the programme's initiatives by:

- Pupil Surveys
- Parent Surveys
- Teacher Surveys

This evidence will feed into the overall development plans to make it easier to evaluate, improve and adapt our careers programme to ensure it meets the needs of all pupils.