



Whitby School

Careers Policy

Governance Status

This policy was written in February 2022. It will be reviewed every three years or as required such as in the light of new guidance or legislation.

Review dates	By Whom	Approval date
February 2022	Staff and Governors	14 February 2022
April 2025	Staff and Governors	20 May 2025

Signed by the Chair:

A handwritten signature in black ink, appearing to read 'G. B. B. y', is written over a horizontal line.

Introduction

1. Whitby School has high quality careers advice and guidance, to support our high achieving and ambitious pupils/students. This is developed throughout a pupil's/student's time at the schools and is always supportive of their aspirations, strengths and skills.
2. **Aims and Purpose**
 - Prepare pupils/students for the transition to life beyond secondary school (higher education and the world of work)
 - Support pupils/students in making informed decisions which are suitable and ambitious for them
 - Provide pupils/students with well-rounded experiences
 - Develop characteristic e.g. social skills, communication, innovation, resilience and leadership which support high achieving pupils/students in the curriculum and in their careers
 - Inspire and motivate pupils/students to develop their aspirations
3. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

4. The careers provision is in line with the statutory guidance developed by the Department of Education, which refers to Section 42A and 45A of the Education Act 1997.
5. This states that all schools should provide independent careers guidance from Years 7 to 13 and that this guidance should:
 - be impartial
 - include information on a range of pathways, including university options or apprenticeships
 - be adapted to the needs of the pupils/student.
6. In addition, the schools are compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to pupils/students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.
7. The recommendations include:
 - To ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings.
 - To assist young people in developing an understanding of the responsibilities and choices associated with parenthood.
 - To strengthen the knowledge and understanding of staff about the wide range of progression routes available so that pupils/students can make informed choices.
 - To consider how to link the contents of lessons and skills to be developed more frequently to career opportunities.
 - To consider ways in which mentoring could be used to help support our young people in overcoming barriers to achievement.

Careers Provision

8. All pupils/students have access to the following:
 - Extra-curricular clubs and trips support pupils/students in developing their understanding of a range of different subjects.
 - Talks occur on a range of careers that inspire and motivate pupils/students. These are offered to all pupils/students and include higher level apprenticeships.
 - All pupils/students can book career appointments with the Careers Advisor.

- All pupils/students have access to the careers google classroom, careers section on the school's website, Unifrog and career and university section in the Sixth Form Centre. External opportunities are advertised to pupils/students.

9. Pupils/students with Special Educational Needs or Disabilities (SEND)

- Transition from one key stage to another and onto careers is part of the action plan for a pupil/student with SEND.
- Personalised support from the SENCO, careers adviser and external bodies is used where appropriate.

10. Pupils/students in receipt of Pupil Premium funding

- Personalised support will be given to these pupils/students and they will receive a priority careers appointment in Years 9, 11 and sixth form.

11. Careers Lead

The careers lead develops a Careers Development Plan annually for the schools. This is in line with the Gatsby Good Career Guidance.

12. Key Stage 3

- The options programme for Year 9 is designed to support them in the GCSE choices.
- The personal development curriculum for Years 7 to 9 covers economic well being, active citizenship and develops enterprise and entrepreneurship.
- Pupils in Year 9 or Year 10 will have a chance to visit a university.
- Pupils introduced to careers websites and resources through Unifrog and Google Classroom.

13. Key Stage 4

- The Year 10 pupils receive careers input in tutorial time.
- In Year 11 pupils receive one-to-one careers discussions with the Careers Advisor and a detailed careers action plan is written. An extra one-to-one for disadvantaged pupils/students will be offered in Year 9.
- Extra-curricular clubs and trips support pupils in developing their understanding of a range of subjects. Pupils are given advice and guidance about what to participate in.
- The options programme for Year 11 supports their A level choices.
- The personal development curriculum in Years 10 and 11 covers economic well being, active citizenship and charity fundraising.

14. Key Stage 5

- There is a range of support for university applicants through:
 - A higher education launch assembly.
 - Students in Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
 - Students are encouraged to enter university essay competitions.
 - There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a UCAS advisor, their form tutor and the Sixth Form team.
 - There is preparation for and support with aptitude and pre-admissions tests.
 - The personal development curriculum for Years 12 and 13 includes lessons on life at university, including on finances.
 - All sixth form students will be offered careers appointments throughout the sixth form.
- Charity fundraising and enterprise activities are encouraged.
- Sixth form students are encouraged to undertake volunteering and work experience to support their university applications.

Provider Access

15. This statement sets out the School's arrangements for managing the access of Providers to pupils/students at the schools for the purposes of giving them information about the Provider's education or training offer. This complies with the schools' legal obligations under Section 42B of the Education Act 1997.
16. Pupils/students in Years 7 to 13 are entitled:
 - To find out about technical educational qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
 - To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships.
 - To understand how to make applications for the full range of academic and technical courses.
17. A Provider wishing to request access should contact the Careers Service through the main school office or via the following email address: g.mackle@whitbyschool.co.uk or alternatively complete the form on the careers page on the website
18. Whitby School will ensure an appropriate venue, AV and support is provided through the AHT with responsibility for careers.
19. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers advisor. These will be displayed in the Sixth Form Centre for pupils/students to access during break, lunchtime and after school.

Monitoring and Evaluation

20. The Careers Lead is line managed by the DHT.
21. An evaluation of the data of retention, destinations, trips and expedition participation will enable measurement of success.
22. A careers survey will be carried out in the summer term to inform planning of the subsequent year.