



**Saint George's**  
Church of England School

# Careers Policy

## April 2026

Unique Reference Number (URN):	137609
Approved By:	Full Governing Body
Written By:	Jonna Stevens Careers Lead
Policy Type:	Non- Statutory
Adopted On:	April 2026
Date of Next Review:	April 2028
Review Period:	Two Year





# Contents

Careers Education Information Advice and Guidance Policy .....	3
Rationale for Careers Education Information Advice and Guidance (CEIAG) .....	3
Intent .....	3
Implementation .....	4
Entitlement.....	6
Leadership.....	6
Curriculum Provision .....	7
Personal Provision .....	8
Gender Bias .....	Error! Bookmark not defined.
Progression .....	8
Resources .....	9
Partnerships.....	10





## Careers Education Information Advice and Guidance Policy

### Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing students for the opportunities, responsibilities, and experiences of life, in order to help them make a successful transition to adulthood and a place of work. It includes:

- Preparing students for the opportunities, responsibilities, and experiences of life;
- Supporting students to achieve their full potential;
- Empowering students to plan and manage their own futures;
- Providing comprehensive information on all options;
- Raising aspirations;
- Promoting equality, diversity, social mobility and challenging stereotypes;
- Enabling students to sustain employability and achieve personal and economic wellbeing throughout their lives.

### Intent

Saint George's Church of England School is committed to developing students who will flourish in their lives by providing structured learning opportunities for work-related learning and economic well-being and intends to fulfil any statutory obligations.

We aim to foster a living life in all its fullness through:

- Placing students at the heart of our community;
- Developing resilient and resourceful students;
- Adapting and applying skills for flexible life-long learners;
- Promoting an awareness of a rapidly changing global environment.

Governors and senior leaders have a key role in developing and approving school policy and practice, which is reported to the Educational Performance Committee.





## Implementation

The School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

Saint George's C of E School endeavours to follow best practice guidance from the Careers profession, from other expert bodies such as Ofsted, DfE, CDI and Careers and Enterprise Company. Saint Georges C of E School works collaboratively with the other schools in the Aletheia Academies Trust to share best practice for the benefit of all our students.

Saint George's C of E School recognises that it has a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and from September 2013 to give all Year 8-13 students access to impartial careers information, education and guidance (1997 Education Act revised in both 2008 and 2011).

The School is committed to providing a planned programme of impartial careers education and information, advice and guidance (IAG) for all students, and to provide extra support as required for students with additional needs.

Following the commencement of the Education (Careers Guidance in Schools) Act 2022, Saint George's C of E school understands it has a statutory duty to secure independent careers guidance for pupils in school years 7 to 13. This includes:

- information on the whole range of post-16 and post-18 education and training options, including apprenticeships and other vocational pathways. Guidance should promote the best interests of each student;
- Information on the range of pathways whilst choosing GCSE options;
- The significance of inspiring every student through real-life contacts with the world of work is emphasised;





- To meet the school's legal requirements therefore requires combining in-house arrangements with advice and guidance from independent and external sources.

The following statutory guidance will inform school activities and development.

- Saint George's C of E School will use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. [A summary of the Gatsby Benchmarks can be found [here](#).]
- Saint George's C of E school will use 'Compass+', an online self-evaluation tool, to assess how their careers support compares against the Gatsby benchmarks and the national average. Schools should baseline themselves using this tool to consider the opportunities to improve their careers programme based on their confidential results and track their progress against the Benchmarks over time.
- Saint George's C of E School will have a nominated Careers Leader, "who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks".
- Saint George's C of E School will provide guidance in line with what is set out in Ofsted's Common Inspection framework and School Inspection Handbook: " Providing an effective careers programme in line with the government's statutory guidance on careers advice that offers students: – unbiased careers advice – experience of work, and – contact with employers – to encourage students to aspire, make good choices and understand what they need to do to reach and succeed in the careers to which they aspire. Supporting readiness for the next phase of education, training or employment so that students are equipped to make the transition successfully.



Diocese of  
Rochester





## Entitlement

The CEIAG programme is designed to meet the needs of students of Saint George's C of E School. Activities are differentiated and personalised to ensure progression in career learning and development, and to strengthen students' motivation, aspirations and attainment and to develop a Vision for their future. All students are entitled to a core CEIAG programme which meets professional standards of practice, which is delivered by internally trained staff and approved external providers, and which is impartial and confidential. The programme will seek to raise aspirations, to challenge stereotyping and to promote equality and diversity.

## Leadership

This area is accountable to the Full Governing Body and is supported by a link governor, Elise Ramaden.

The Leader of Careers has strategic responsibility for CEIAG and leads the Careers Department with reporting to Assistant Headteacher for RSHE and Personal Development. Work experience is planned and implemented in discussion with Raising Standard Leaders for Year 10 and 12.

The school is responsible for securing its external careers guidance service and currently employs an Independent Careers Guidance Adviser to deliver one to one careers meetings with students.

Careers are delivered through Personal Development lessons in Year 7-11 and during tutor activities for Y12 and 13 as well as through targeted assemblies, external speakers and events such as careers fairs.





Members of the Sixth Form team deliver and develop progression programmes for students applying both to universities and to training/employment, with input from the Careers Department.

## Curriculum Provision

It is intended that this programme will enable the school to meet the Gatsby Benchmarks and to retain external quality approval thresholds.

There is a planned programme of learning experiences from Years 3 to 13, which is intended to enable young people to:

- Develop themselves through career and work-related education;
- Learn about careers and the world of work;
- Develop career management and employability skills;
- Make informed progression decisions;
- Experience 'employer encounters'.

These are delivered through a combination of subject-based curriculum delivery, tutor-led inputs during registration time, and events organised in conjunction with external agencies.

In addition, all staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions and/or guidance are delivered by the CEIAG team, in conjunction with external providers as appropriate. Career's information in the Careers Resource Centre and Sixth Form Common Room as well within Microsoft Teams classrooms specific to year groups





## Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- Inputs from internal staff, external visitors and mentors, sessions by employers and training providers, and inputs to address gender bias;
- The contracting of an external, qualified, independent careers adviser;
- Planned inputs delivered by Tutors during registration periods;
- Assemblies;
- Use of external sources such as websites and other resources available through subscriptions to careers-related software, i.e. Unifrog. The use of the National Careers Service, the National Apprenticeship Service, UCAS and other providers'
- Access to careers resources in the Careers Resource Room and Sixth Form Study Area, Team Classrooms for year groups and around the school;
- Planned visits to organisations providing progression opportunities;
- Displays around the school.

The School will secure additional access to face-to-face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body. Our students with EHCP's are currently given one-to-one guidance by an IAG Personal Adviser with support from either/and LSM and parents.

## Progression

Personal guidance on progression opportunities is available for students and their parents at key progression points, specifically:





- Year 9 GCSE options – student options assembly; parents’ options information evening; options booklets; input in lessons; PSHE; structured support for SEN students;
- Year 11 – Assemblies on Post 16 progression options; individual guidance interviews with independent Careers Guidance Adviser; Open Day information for local educational establishments; form tutor support; relevant information and support to parents/carers on opportunities; Messenger; displays and external inputs on apprenticeships.
- Year 13 – ongoing input for both UCAS and non-UCAS applicants as part of the Enrichment programme; University visits; external provider ‘skills’ workshops on CV’s and interview strategy for all students; bespoke guidance from Sixth form team and external providers on ‘early applications’ to Oxbridge, medical school etc.; access to our independent Careers Guidance Adviser.

## Resources

Saint George’s C of E School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal costs, CPD opportunities and commissioning of external sources;
- Adequate staffing for curriculum provision;
- Training of Year Teams and teaching teams as appropriate;
- Student, staff and parental access to information on request (electronic or hardcopy);
- Designated space for individual, group and research sessions.

The Careers Leader is responsible for the effective deployment of resources. The Careers Resource Centre is updated regularly via the addition or replacement of books, pamphlets and posters.





ICT facilities are available in computer classrooms during PSHE lessons, and Sixth Form Study Areas. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

## Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- Formal arrangements with our external provider of careers guidance and others;
- Liaison with post-16 providers and higher education institutions;
- Joint planning and sharing best practice with other secondary schools in the Aletheia Academies Trust.
- Liaison and joint planning with secondary schools via North Kent CIEAG Network.
- Employers and training providers;
- Parents and carers;
- Alumni.

