The James Hornsby School

Together we excel

Careers Education Information Advice & Guidance (CEIAG)

Approved by Local Governing Body:	September 2025
Approved by Zenith Multi Academy Trust:	
Next review due by:	September 2026

The James Hornsby School CEIAG Policy

Rationale:

Careers Education, Information Advice and Guidance is a major contribution to preparing our young people for the opportunities, responsibilities and experiences of life. All students at The James Hornsby School need a structured program of activities that will help them make well-informed decisions about their age 11-16 pathways, and help them manage their careers and sustain employability throughout their lives. Our CEIAG programme supports and helps them make a successful transition to adulthood by:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive, impartial information on all progression options including apprenticeships, academic paths, and vocational training.
- Raising aspirations and promoting high achievement
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Purpose

The James Hornsby School is committed to career learning and development and fulfils its statutory obligations. Careers' learning supports the school's overall vision and is linked to the School Development Plan. This policy is linked to other school policies including Equalities and Health & Safety. The Careers programme is designed to meet the needs of all pupils at The James Hornsby School. The programme ensures progression through activities that are appropriate to pupils' stages of career learning, planning and development. The Careers programme plays a key role in reducing the number of school leavers who are NEET (Not in education, employment or training). Careers and Pastoral support leaders work to complete home or site visits when needed, offer specific and personalised advice and guidance. Appropriate referrals will also be made for these students to external organisations where applicable

Commitment

The school is committed to providing all its students with a planned programme of careers education activities throughout their school journey, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external providers, employers and other local agencies. The school is working towards the Quality in Careers Award. Our commitment includes:

- Fulfilling statutory obligations for careers education (1997 Education Act, 2003 Education Regulations) and ensuring access to impartial careers information, advice, and guidance from Year 7 to Year 13 (2011 Education Act).
- Providing independent careers guidance that meets statutory requirements, including all post-16 education and training options (including apprenticeships).
- Combining internal school arrangements with advice and guidance from independent external sources to inspire every student through real-life encounters with the world of work.

Management

The CEIAG program is managed by the Careers Leader who has strategic responsibility for CEIAG. It is supported by a link governor & senior leader. The school has a responsibility for securing its external careers guidance service (Connexions Southend).The Careers Lead oversees the structure for delivery by members of staff who have access to relevant training.

The senior leader and CEIAG Lead will review and evaluate the provision with all stakeholders including young people and the external IAG services, taking into account the school's destination measures.

Statutory and Policy Updates

In compliance with the 2017 Careers Guidance Strategy and the 2022 Careers Guidance and Access for Education and Training Providers, The James Hornsby School implements the following:

· Use of Gatsby Charitable Foundation's Benchmarks to develop and enhance careers provision.
· Compass and Compass Plus are used for self-evaluation, helping the school track progress against the Gatsby Benchmarks and identify areas for improvement.
· External support from the Careers & Enterprise Company (CEC) connects students with employers across sectors.
· A Careers Leader will oversee the entire careers programme, ensuring alignment with the Gatsby Benchmarks.
· The school contracts external careers guidance from Connexions Southend which ensures an independent, impartial careers service. All advisors are Level 6 Careers Guidance qualified.
· The Technical and Further Education Act 2017 (Baker Clause) mandates that all students receive input from education and training providers on approved technical education qualifications and apprenticeships.

Entitlement

All students are entitled to a core CEIAG program that is:

· Delivered through Careers in the Curriculum (Gatsby Benchmark 4) alongside external providers.
· Impartial, confidential, and meets professional standards of practice.
· Differentiated and personalized to meet the needs of every learner, including those with SEND or PP.
· Designed to develop work-related skills, challenge stereotypes, raise aspirations, and promote equality and diversity.

Curriculum Provision

There is a planned CEIAG programme across the school 11-16, which incorporates the national framework for implementing an 11-16 entitlement to IAG in England and to meet the 8 Gatsby Benchmarks:

1 *A stable careers programme*
2 *Learning from careers and labour market information*
3 *Addressing the needs of each pupil: Targeted support for vulnerable and disadvantaged young people, information sharing, careers guidance for students with special educational needs or disabilities. (The school works closely with NCOP to provide these students in 9-13 with additional opportunities and funding)*
4 *Linking curriculum learning to careers*
5 *Encounters with Employers and Employees*
6 *Experiences of Workplaces*
7 *Encounters with FE and HE: New legal duty – access to providers of technical education and apprenticeships*
8 *Personal Guidance*

Our annual provision is available for parents, students, teachers and employers to view on our school website.

Key Stage 3

· The options programme for Year 9 is designed to support them in their GCSE choices.

· The pastoral curriculum in Year 7-9 has the careers information shared via the Character Education programme.
· The tutor program enables pupils to gain an insight into different industries, LMI, apprenticeship information etc.
· Through external providers different opportunities are made available annually such as workshops on aspirations, learning about University, industry carousels and the national careers challenge

Key Stage 4

· The tutor program enables pupils to gain an insight into different industries, LMI, apprenticeship information etc.
· Year 11 students receive one-to-one careers discussions with the school Careers Advisor and a detailed careers action plan is written
· All students in Year 10 are given the opportunity of a mock interview on the mock interview days from a network of alumni and volunteers from industry.
· Students in Year 10 undertake Work Experience. The students receive application support with CV, and covering letter writing workshops.
· All year 10 have the opportunity to attend a trip to a University
· Extra-curricular clubs and trips support students in developing their understanding of a range of subjects.
· Year 10 will take part in a speed networking event with local companies to learn about apprenticeship and employment pathways.
· Year 11 have amble assemblies with visitors from Further Education establishments, apprenticeship guidance, universities and other training providers.
· Year 11 have the opportunity to attend the Basildon Careers Fair and Skills show

Personal Provision

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

- Internal staff, external careers adviser, employers, employees and visitors. The school prides itself with a network that supports KS4 students who are seeking employment/apprenticeships.

- External sources using email, telephone, careers software linked to the school websites such as: The National Apprenticeship site, the National Careers Service, Aim Apprenticeship and the Essex Apprenticeship Hub

- Unifrog which is a comprehensive careers program available to all students.

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 student with SEND.
· Personalised support from the SENCO, careers advisor from Essex County council for those with ECHCP, the in-school careers advice service and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding

· Personalised support will be given to these students and they will receive an extra careers appointment in Year 10 & 11 with the Careers Advisor

Resources

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual and group/class sessions

Alumni

Alumni are encouraged to be the speakers at the Enrichment talks / Assemblies and share their profession, career path and further education with current students. The LinkedIn platform is used by the school to grow an Alumni network

Staffing

All teaching staff are expected to contribute to the Careers programme through their roles as tutors and subject teachers. Careers across the curriculum is a consistently growing aspect of our enrichment offer to students from year 7 onwards. External providers are utilised to hone in on specific industries and skills, beyond employed staff in school. Planned time 'off timetable' is allocated to exemplify career path options to students. This is always further supported by key partnership providers. The Careers programme is planned, monitored and evaluated by the Careers Lead in consultation through line management.

Staff Development

Staff training needs for planning and delivering the careers education programme will be identified by the Careers Lead. Compass is used half termly alongside the Careers Enterprise Coordinator to ensure we can be proactive in training needs and career updates.

Provider Access (full PAS can be viewed on the school website).

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. Students in Year 7-13 are entitled:

• To find out about technical education 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
• A Provider wishing to request access should contact the Careers Lead at School (this info is provided on the website). The school will ensure an appropriate venue, AV and support is provided through the Career Lead with responsibility for careers. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Advisor or the Librarian. The Learning Resource Centre is available for students at break, lunchtime and after school.

A provider wishing to request access should contact Mrs A Parsad (Head of Careers) by email: careers@thejhs.co.uk

Partnerships

The policy recognises the range of partners that support the CEIAG within our school.

These include:

- Formal arrangements with Connexions Southend our external provider.
- Parents and carers
- Liaison with Higher Education institutions

- ❖ Employers and training providers
- ❖ Others specific to our school: Chelmsford College, Essex University, Colchester University, King John Sixth Form, Cambridge University
- ❖ Aim Apprenticeship
- ❖ Essex Apprenticeship Hub – Support level 2/3, higher & degree apprenticeships
- ❖ Make Happen
- ❖ Career Ready
- ❖ Unifrog
- ❖ DWP
- ❖ Aim Apprenticeship
- ❖ University of Essex – Gold Partnership

This secures additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our disadvantaged students as defined by the school's governing body.

Pupil entitlement

All students in years 7-11 are entitled to:

- Access to a planned careers programme relevant to their year group - this includes information about colleges and apprenticeships
- Access to a qualified, impartial and independent careers adviser for personalised guidance
- Access information about the world of work and labour market
- Access information and guidance about higher education, training, and employment opportunities
- Develop personal and enterprise skills to improve their employability
- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- Be informed about how to make applications for the full range of academic and technical courses.
- Access to a curriculum rich in information about careers and the world of work.
- Access a programme of CEIAG which challenges stereotypes and discrimination and promotes equality and diversity in training and in the workplace.

Monitoring and Evaluation.

· The Senior Link will work alongside the Careers Lead to develop a Careers Development Plan. An evaluation of the data of retention, destinations, trips, expedition participation and attendance at enrichment talks, attendance to careers fair will enable measurement of success. A careers survey will be carried out in the summer term to inform planning of the subsequent year.
· Compass + is used to evaluate the CEIAG program on a termly basis.