



# PUDSEY GRAMMAR SCHOOL

EST.1905

## CIAG Employability Policy 2025-2026

This policy has been agreed by the Governing Body of  
Pudsey Grammar School

Signed:

Date approved:

Date of review: September 2026

This policy is applicable to: Pudsey Grammar School  
Intended audience: Parents, Students & Staff

**"A career is a lifelong journey bridging education, work, and personal growth. Our vision is to ensure all young people have equal access to information and experiences, empowering them to make informed, ambitious choices for their future."**

At Pudsey Grammar School, we strive to ensure that careers enrichment and engagement are accessible for all students. Our goal is to equip every student, regardless of background, with the knowledge and skills to make informed decisions about their education, training, and career paths. This policy complies with Section 42B of the Education Act 1997 and aligns with our Provider Access Legislation (February 2024).

It ensures that students receive impartial and high-quality careers guidance in line with the revised Gatsby Benchmarks for 2025. Our careers programme helps students understand the different learning routes available, including A-Levels, T-Levels, Apprenticeships, Vocational Qualifications, Higher Education, and Employment Opportunities.

We ensure that every student has the opportunity to engage with employers and training providers throughout their time in school, helping them develop aspirations and explore diverse career pathways.

## Statutory Duties

This policy is underpinned by the Education Act 1997 (Sections 42A & 45A) and follows the Department for Education's Careers Guidance Statutory Guidance (2023).

Pudsey Grammar School ensures that:

- ★ The careers guidance plan promotes equal opportunities and social mobility.
- ★ Careers advice is impartial and independent.
- ★ Students are equipped with skills and knowledge to make informed career decisions.
- ★ Students engage with employers, higher education providers, and training organisations.
- ★ Students receive information about all available education, training, and employment options, including apprenticeships and vocational routes.

Our students and parents/carers are entitled to:

- ★ Personalised and impartial careers information, advice and guidance in school provided by our dedicated careers advisor. This is delivered before year 11 and again before year 13.
  - ★ Support for parents so they can help their children make the right decisions.
  - ★ Online IAG resources accessible 24/7 by young people and their parents utilising our partnership with Unifrog & Local Authority Platforms.
  - ★ Opportunities for young people to experience further and higher education courses and careers through taster sessions, advertisement of and access to open events. High quality experiences of FE, HE and of the workplace.
  - ★ Access to other specialist support and alternative routes into employment.
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Mindful of the Gatsby Benchmarks, we aim to ensure that the Careers Policy is delivered via curriculum-based learning, through students' PSHE lessons, as well as through a range of extracurricular opportunities offered to each year group, for example:

- ★ Impartial and Personalised Careers Guidance (GB1/8)
- ★ Access to up to date careers and LMI information to inform decisions (GB2)
- ★ Relevant additional 1-1 support delivered through the inclusion curriculum and SEND policy (GB3)
- ★ Functional and Practical Skills Workshops and Development in PSHE (GB3)
- ★ Application of curriculum knowledge to careers (GB4)
- ★ Annual Careers Fair accessed by all year groups (GB5)
- ★ At least six meaningful encounters with education and training providers during their time at Pudsey Grammar School and Sixth Form (GB5)
- ★ Workplace Visits (GB6)
- ★ Higher Education Experiences for KS4 and 5 (GB7)
- ★ Access to individualised support for Year 12 Early Entry and Medical Aspiring Students (GB8)
- ★ Mock Interview experiences accessed at KS4 and 5 (GB1/8)

Fulfilling these objectives will ensure that:

- ★ Students develop self-awareness, recognising their strengths and weaknesses
- ★ Students explore diverse career paths using Unifrog, careers search-engines, classroom discussions, and workplace experiences.
- ★ Students understand job opportunities, recruitment processes, and employer expectations, including soft and transferable skills.
- ★ Students recognise how option choices and qualifications (GCSEs, A-Levels, BTECs) impact future career prospects.
- ★ Students explore all academic and technical post-16 and post-18 pathways, including apprenticeships, employment, and higher education.
- ★ Careers education is delivered through PSHE sessions (Years 7-11) and the Tutor Curriculum (Years 12-13).
- ★ Sixth Form students meet termly with their tutor to plan their next steps and access tailored support.
- ★ Widening participation students receive targeted career opportunities for equitable access to guidance.
- ★ Students aspiring to Oxbridge, Russell Group universities, early entry, and medical courses receive the same opportunities as private school students, ensuring fair access and closing the state-private divide

### Year 7: Inspire

Students will be introduced to the "Careers of the Week" initiative during form time, where they explore different careers and their roles. Students will also participate in personalised workshops focused on developing functional and employability skills. Towards the end of the year, they will have the opportunity to attend the Careers Fair to further understand potential career paths and opportunities and encounter employers, workplaces and Further Education Providers.

### Year 8: Aspire

Building on the skills and knowledge gained in Year 7, Year 8 students will continue to engage with the "Careers of the Week" programme during form time. They will encounter further opportunities to connect with workplaces and employers, deepening their understanding of various industries and job roles within subject specific lessons. In March,

Year 8 students will once again access the Careers Fair to broaden their exposure to different career options and pathways.

### **Year 9: Engage**

In Year 9, students will be informed about career pathways through assemblies, talks, and external visits to workplaces and education providers. They will also have access to careers guidance and support during their Year 9 Option Evening with the Pudsey Grammar School resident Careers Advisor. Year 9 students will have the opportunity to attend the Careers Fair in March to continue exploring their options for the future.

### **Year 10: Explore**

During Key Stage 4, students will receive individual career guidance in the form of 1:1 appointments either in Year 10 or Year 11. Year 10 students will also participate in a Mock Interview Day, where 20 external employers and employees, such as representatives from Jaguar, the Home Office, and Transdev, conduct mock interviews. In addition, Year 10 students will access information about open events for Sixth Forms, colleges, and Post-16 apprenticeship or technical education providers. They will also experience a "Sixth Form Taster Day" with Pudsey Grammar Sixth Form, where they can take part in taster sessions for five BTEC or A-Level subjects they may be considering at Post-16 level.

### **Year 11: Future Focus 1**

Year 11 students will all receive a Post-16 Aspirations Interview with a member of senior leadership or the careers team to discuss their next steps and secure a place at Pudsey Grammar Sixth Form if applicable. For those exploring technical or non-academic routes, further follow-up appointments with their Year Leader and the Careers Team will be provided. Year 11 students will also receive information about open days for local Post-16 provision. Both Year 10 and Year 11 will have access to the Careers Fair to continue informing their Post-16 decisions and speak with local Further Education (FE) and apprenticeship providers. Year 11 students interested in staying on at Pudsey Grammar Sixth Form will have a further induction day to explore their chosen subjects and make any necessary adjustments.

### **Year 12: Young Professionals**

In Year 12, students can access the supplementary Extended Project Qualification or Progression Module Programmes in partnership with the University of Huddersfield and Leeds Beckett University. These programmes will provide essential skills and information needed for university success. Early entry students interested in applying to Oxbridge can join the Step Up New College Programme, run in partnership with New College, University of Oxford, to receive two years of subsidised support and learn how to enhance their application process. Year 12 students will also benefit from multiple workplace encounters, employer and higher education provider talks, and attend the UCAS Discovery Fair at Leeds Beckett University to interact with higher education and apprenticeship providers. The year will culminate with a work experience week to gain valuable insights into the world of work.

### **Year 13: Future Focus 2**

Year 13 students will begin the academic year focusing on CV and personal statement development during form time, preparing for the UCAS Season in the autumn term. In addition, academic conversations with staff members will take place to increase engagement and ensure students meet university entry requirements. For non-university-bound students, there will be talks on Further, Higher, and Degree Apprenticeships, as well as opportunities to participate in workplace experiences. Year 13 students will also have access to 1:1 guidance support before the end of Key Stage 5, with independent careers advice available on both Year 11 and Year 13 results days and during Y13 Success/Student Finance Evenings accessible to students and parents.

## Premises and Facilities

In line with our Premises Policy (February 2024), to support careers education and provider access, the school will:

- ★ Provide classrooms, meeting rooms, and the main hall for career-related activities.
- ★ Offer AV equipment and printed resources to support presentations and virtual sessions
- ★ Coordinate with providers in advance to ensure a smooth and meaningful experience of students and providers

Pudsey Grammar School follows strict safeguarding procedures to ensure that all external visitors and providers meet the school's safeguarding requirements.

All providers must comply with the school's Visitor and Safeguarding Policy before engaging with students.

Providers wishing to request access should contact:

- Miss Nia Robinson (Careers Enrichment Lead): [n.robinson@pudseygrammar.co.uk](mailto:n.robinson@pudseygrammar.co.uk)
- Mrs Sarah Swithenbank (Associate Headteacher - Personal Development): [s.swithenbank@pudseygrammar.co.uk](mailto:s.swithenbank@pudseygrammar.co.uk)
- Sixth Form Administrator & P16 Marketing Officer (Role awaiting appointment)

Phone: 0113 255 8277

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## Assessment, Review and Evaluation

The school's Careers and Enrichment Leader, Miss Nia Robinson, is responsible for monitoring provider access and careers programme implementation.

The Associate Headteacher, Mrs Sarah Swithenbank, will oversee the annual review of this policy, with final approval from the Governing Board.

The CEE Leader is supported by a range of colleagues:

- Sixth Form Leadership Team
- Associate Headteacher - Personal Development
- Director of Studies colleagues in Key Stages 3, 4 and 5
- Other colleagues across inclusion, SEND and subject specific teams

Next Review Due: September 2026