



PUDSEY GRAMMAR SCHOOL

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Careers Policy 2025 - 2026

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

Ratified: Full Governing Board

Date approved: 26th November 2025

Date of review: September 2026

This policy statement sets out our school's arrangements for managing the careers curriculum that we provide to all students across three key stages. This policy has been reviewed and is developed annually by the Careers & Progression Manager, alongside the Headteacher.

Vision:

Pudsey Grammar School is an ambitious school, keen to improve on and exceed previous success. We serve, and are proud to do so, a rich, diverse and exciting community. We live and breathe our commitment to equal opportunities and inclusivity and work hard to ensure that Pudsey Grammar School is a cohesive, positive and exciting environment for all. This aligns clearly with our vision for our careers offer; as we work to serve all students to reach their potential, goals and to consider the breadth of pathways available to them.

CEIAG

The Careers Education and Information Advice and Guidance (CEIAG) programme is an important means of motivating students to raise aspirations and attainments. We firmly believe that all students have an entitlement to a CEIAG programme, which will encourage them to see career development as a lifelong process. Pudsey Grammar School is committed to providing a planned careers programme for all pupils in Years 7-13 with an overall aim of raising achievements and aspirations for all pupils.

All young people, regardless of their race, sex or academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The Statutory Guidance for Careers has most recently been revised in July 2025. This places a duty on schools to ensure that there is an opportunity for a range of providers to access pupils to inform them about technical education and apprenticeships, whilst also offering students independent careers guidance.

The 'Baker Clause' requires all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 pupils. Through the Skills and Post-16 Act 2022, the government has strengthened this legislation by introducing a minimum number of six provider encounters that every school must provide and, for the first time, introduces parameters around the duration and content of these encounters so that we can ensure they are of high quality.

As a result, 8 benchmarks of good practice are in place that identify the elements of good career guidance.

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil

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

This policy reflects the school's commitment to these 8 benchmarks.

Careers Guidance

Careers guidance at Pudsey Grammar School aims to help pupils increase self-awareness and raise aspirations. The school strives to provide appropriate unbiased advice and guidance, up to date information and a range of opportunities to support pupils' development at key points throughout their education. The careers advisor aims to support students to become aware of their Post-16 and Post-18 choices and support them with making informed choices. Students from disadvantaged backgrounds, with additional needs and education plans also benefit from consistent support from the careers office.

The careers programme strives to prepare pupils for the ever-changing opportunities and evolving labour market. We support students to take part in employability-based activities from key stage 3 to 5 that we feel will equip them with the skills to manage the choices, changes and transitions ahead of them.

Pupils receive careers education and guidance that is impartial and confidential.

Objectives

The Careers programme is designed to meet the needs of all pupils at Pudsey Grammar 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). The attendance team 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.

Examples of key events within the programme offered are:

- Annual Careers Fair - KS3 /KS4 / KS5
- Workplace Visits - KS3 / KS4
- Guest Speakers - KS3 / KS4 / KS5
- Employability Workshops - KS3 / KS4
- Mock Interviews - KS4
- Work Experience - KS5
- Careers Advice & Guidance - KS4 / KS5

Management

Careers Education and guidance is managed by a Careers & Progression Manager, currently Miss N Robinson. She is responsible to the Head Teacher, Mr M McKelvie and Deputy Head and Director of Sixth Form, M J Burkinshaw. The Careers Manager liaises closely with the Director of Studies of each year group whose responsibility is to ensure the careers plan is embedded within the whole year plan for the students.

Staffing

All teaching staff are expected to contribute to the Careers programme through their roles as tutors and subject teachers. Other non-teaching staff such as Teaching Assistants, Learning Mentors, year leaders, mentors and progression managers also contribute to the programme through on-going conversations and constant CPD surround careers. Careers across the curriculum is a consistently growing aspect of our enrichment offer to students from year 7 onwards. Each week, students encounter 'careers of the week' as well as subject specific direction from their class teachers. External providers are utilised to hone in on specific industries and skills, beyond employed staff in school. Planned time 'off timetable' is allocated when necessary to exemplify career path options to students. This is always further supported by Trust Partners.

The Careers programme is planned, monitored and evaluated by the Careers Lead in consultation through line management and in conjunction with the Director of Studies.

Curriculum

At Pudsey Grammar School, we recognise the importance of effective Careers Education for young people. We support all our students to develop high aspirations and consider both a broad and ambitious range of careers. We offer a range of careers-based activities throughout the academic year for each key stage, alongside bespoke employability opportunities such as workshops and experiences of the workplace.

We aim to inspire every student through enriched opportunities that allow them to experience the world of work and to help them understand where different choices can take them in the future. The school works closely with FE and HE providers and pupils take part in several widening participation activities. We are constantly working collaboratively with local employers to enhance our offerings. The CDI framework for Careers Employability and Enterprise is used to monitor the learning outcomes for the programme.

Partnerships

An annual Partnership Agreement is negotiated between the school and the trust partners. We currently have five members of the trust, with representatives from school, the school's Governing Body and external partners. The school also works closely with Trust Partners and several local

business partners to support our careers programme. Our trustees support us to enhance our offerings to our students and provide exclusive feedback.

Provider Access Request

A provider wishing to request access should contact Miss N Robinson (Careers & Progression Manager) by email:
n.robinson@pudseygrammar.co.uk

Opportunities for access

Pupils receive careers education and guidance that is impartial and confidential. The programme aims to promote equality of opportunity for all pupils.

Each academic year, we work to ensure we are meeting statutory requirements of six meaningful encounters from year 8-13.

Across our three school terms, students will:

- Be registered on Unifrog to ensure there is access to employability resources.
- Engage with external partners/providers through assemblies, workshops, panels, mock interviews or CV improvement sessions.
- Access material to show students what qualifications, skills are required for different roles and careers - as well as working with their form tutors to consider salaries and qualities that would align them more effectively to a certain sector or future option for training.
- Engage with our work experience programme in year 12.
- Students at KS4 will have a dedicated 1:1 guidance interview which enables more specific consideration to be given to what would work best for the students, their academic level, progress, mindset and motivations.
- We mark National Careers Week each academic year also, so in term 2, students will meet with up to 50 professionals, educators and training course providers to assess their interests and hone their understanding of future steps.
- Guided Choices Events and Open mornings/evenings further support students' ability to meaningfully consider their futures.

Our PSHE curriculum further supports our careers programme offering insight into areas such as STEM, economic wellbeing, transitional life phases, money management and work life balance.

Staff Development

Staff training needs for planning and delivering the careers education programme will be identified by the Careers Manager. We work alongside organisations like the Unifrog, Uptree, New College Step Up, University of Huddersfield, the University of Leeds, Futures for All, Ahead Partnership and the West Yorkshire Combined Authority. Compass is also used half termly to ensure we can be proactive in training needs and career updates.

Premises and facilities

The school makes the main hall, classrooms or private meeting rooms available for discussions between the provider and the students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager or a member of their team.

Monitoring, Review and Evaluation

Delivery of the careers programme is monitored as part of the whole school lesson monitoring process. The Partnership Agreement between trust partners is annually reviewed. The Careers programme is reviewed annually by the Head Teacher, Careers Coordinator and Director of Studies.

Approval and review

Student Support, October 2025, Review September 2026