

Caterham School Careers Education, Information, Advice and Guidance Policy

The purpose of careers education and guidance at Caterham School is to:

Work in accordance with [D E Careers guidance and access for education and training providers](#) (January 2023), including the Baker Clause and non-academic pathways, and the Gatsby Benchmarks, and independent guidance opportunities for all pupils, 11 – 18.
Encourage and enable pupils to develop and progress in learning and work in order to fulfil their potential. Therefore pupils aged 11 and over receive the appropriate careers guidance.
Help all pupils to develop the skills and gain the knowledge which will allow them enter the world of HE and work with confidence.
This advice will be impartial and without bias or stereotyping.
Motivate pupils and assist them in making informed choices.
Involve parents/carers, the Old Caterhamians' network, local businesses and community partners in the overall programme
Ensuring that wherever possible pupils leave school with further education, training or employment.

The SMT, trustees and staff are committed to:

Ensuring that pupils achieve a broad range of learning outcomes based on the aims of careers education and guidance.
Providing career education and guidance entitlement for all pupils based on the principle that no individuals or groups should be disadvantaged in gaining access to education, training or work.

Needs of individuals and groups

The School's intake is selective and therefore comprises of pupils in the average and above-average ability groups.
The particular needs of every individual pupil are taken into account when careers and further education advice is given.

Procedure

Dan Gabriele, Principal Deputy Head, has oversight of careers and works closely with the Head of Careers, Clare Brown. It is ensured that staff who deliver CEIAG have access to relevant training. The Head of Careers will review and evaluate the provision with all

the support they need to make the right choices in Y9, Y11 and Y13
access up-to-date and unbiased information on future learning and training, careers and labour market information
support to develop the self-awareness and career management skills needed for their future
career lessons during tutor time and curricular Wellbeing from Y7 to Y11 covering options after school, the world of work, the job market and the skills needed for the future.
Years 7 and 8 focus, enabling independent guidance: pupils will sign up to Unifrog for careers investigation and preparation for the future which includes a careers library treasure hunt activity, looking at skills and strengths (What's Your Strength and Career Navigator cards) and how to improve them, as well as a careers drop-down day (Bonkers Careers Fair) tailored to these younger years. All Year 7 and 8 pupils are invited to careers events too, have access to the Careers pages of Firefly and are exposed to the

**feedback from pupils and parents through surveys/feedback forms/informal discussions
feedback from staff through line management and other lines of communication with SMT**

Resource links

[The Gatsby Benchmarks](#)

**Clare Brown, September 2024
Next Review: September 2025**