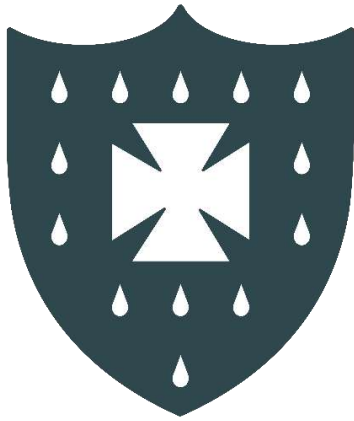




S. Anselm's Prep School Peak District

Policy Title: Careers Policy

Policy Category: Academic

Policy Number: A2

Policy Owner / Author:	Alison Whawell
Approved by:	Head
Date Approved:	V1.1 July 2026; V1.0 approved October 2024
Effective Date:	1 September 2027, coinciding with the extension of the school's registered age range to 0–16
Next Review Date:	September 2028
Version:	1.1
Related Policies:	PSHE Handbook & Schemes of Work Equal Opportunities Policy Health & Safety Policy Assessment, Recording & Reporting Policy Curriculum Policy
Confidentiality Label:	☐ Internal Use Only ☐ Parent Web Page ☐ Public Document
Contact for Queries:	

✦ This document is controlled and reviewed as part of the School's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

Preparing our young people for the careers of the future

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The Education Act 1997 (as amended) places a duty on schools to give students in Years 9 to 11 access to careers education, information and guidance, and this is reinforced for independent schools by paragraph 2(2)(e) of the Independent School Standards, which requires that pupils receiving secondary education have access to accurate, up-to-date careers guidance.

From 1 September 2027, pending approval, S. Anselm's School's registered age range extends to 0–16. This means the School will provide secondary education through to the end of Key Stage 4 (Year 11) as its own leaving year group, rather than pupils transferring to a senior school at age 13. This policy has been reviewed and updated to ensure that the School's careers programme meets the statutory requirements applicable to a school providing secondary education up to and including Year 11 and is submitted in support of the School's material change of registration application to the Department for Education.

'A career for life' is becoming a rarity. In today's climate, the average person changes jobs ten to fifteen times (with an average of 12 job changes) during his or her career. Many workers spend five years or less in every job, so they devote more time and energy transitioning from one job to another.

Careers are changing; several careers such as Mobile App Developer, Data Scientist, Social Media Manager, and even Digital Marketing Specialist did not exist ten years ago. We can only begin to imagine what the careers of the future might be; it is estimated that 65–85% of jobs that will exist in 2030 have not been invented yet.

The government encourages schools to educate children from an early age on the wealth of careers available to them, helping to raise their aspirations. Our Prep School has long offered early careers awareness, and from September 2027 this provision extends seamlessly through Years 7 to 11, so that pupils receive a coherent, age-appropriate careers programme from the Pre-Prep through to the end of Key Stage 4. It is an optimum time to begin, as pupils are engaged in, open and responsive to new ideas before they begin to narrow the focus of their options.

The impact of early engagement can have a hugely positive impact on wider academic attainment, as well as positively influencing the career ambitions of Prep-aged pupils, which are often based on gender stereotypes, socio-economic background, and influenced by television, film and social media. KS2 children are receptive to learning about employment opportunities and skills, especially when these are linked to the subjects that they are studying. Careers events and activities can strengthen competencies in decision-making, presentation, transition, sociability, listening and planning.

Exposing our young people to a wide range of careers available to them now, as well as touching on the possible jobs of the future, will help them to focus on the required employability skills such as communication, leadership and teamwork, initiative and self-motivation, planning and time management, and commercial awareness. Our pupils need to equip themselves with the right skills, characteristics, qualifications and habits to make them successful in the future world of work, whichever pathway — academic, technical or vocational — they choose at 16.

Careers education, information, advice and guidance (CEIAG)

Careers education, information, advice and guidance (CEIAG) is part of the support we offer to pupils at S. Anselm's School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. The careers programme is designed to complement the rest of the school curriculum. We recognise that the process of making career decisions can be a lengthy one, and that many of our pupils will refine their final choices only after completing Year 11 or later stages of education, but we recognise that our Prep and Senior provision together form an important and continuous part of this evolving process.

This policy sets out how career activities are delivered at school and explains what pupils, parents/carers, staff and Governors can expect from the careers programme.

Aims and objectives

The S. Anselm's careers programme aims to:

- Encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- Promote awareness that learning, skills and qualifications are important for future careers, and encourage a realistic self-assessment of their achievements, qualities, aptitudes and abilities
- Ensure pupils' readiness to take their next step in their learning or career, including at the end of Year 11
- Help pupils to develop the skills, attitudes and qualities to make a successful transition to the next stage of their education, whether A Levels, further education, apprenticeships or other training
- Help pupils to understand the changing world of work so that they are aware of trends at local and national level
- Promote awareness of the importance of creativity and flexibility in the workplace by immersing pupils in the co-curricular opportunities available to them
- Facilitate meaningful encounters with employers and further/higher education and training providers for our older pupils (Year 7 upwards)
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Contribute to strategies for raising achievement, particularly by increasing motivation
- Teach awareness of different life stages and life roles
- Foster a positive self-image and a healthy sense of looking forward to the future

The aims dovetail with the 'Gatsby' benchmarks, appropriate to KS3 and KS4. Please see Appendix 1 for a summary.

Reference: [Good Career Guidance \(Gatsby Foundation, 2014\)](#)

Pupil entitlement and provision

All pupils from Year 7 are entitled to an effective CEIAG programme, although insights into the world of work begin much earlier and are more effective when they do. Given the nature of the age range, opportunities in the Little Puddings, Pre-Prep and Prep School take place informally — for example, a firefighter visiting Pre-Prep to explain how a fire engine works — building the foundations for the more structured programme delivered from Year 7 onwards.

We provide impartial careers guidance for Years 7 to 11, in line with the January 2023 statutory guidance 'Careers Guidance and Access for Education and Training Providers'. While independent schools are not obliged to observe this guidance, we aim to deliver at least equivalent provision, and from September 2027 our full Year 7–11 careers programme meets the requirement at paragraph 2(2)(e) of the Independent School Standards for pupils receiving secondary education to have access to accurate, up-to-date careers guidance. In implementing this, we pay particular regard to the DfE's principles of good practice, ISI inspection criteria and the CDI framework in fulfilling our CEIAG duties. Provision for Years 9 to 11 has been developed alongside the introduction of our Key Stage 4 Curriculum Policy and Schemes of Work, ahead of the extension of our registered age range to 0–16 from September 2027.

During their time at school, all pupils can expect:

- The support they need to make the right choices in transitioning to their next stage of education, including at the end of Year 11. This has been enhanced by inviting representatives from sixth forms, colleges and training providers into school to give presentations to parents and pupils.
- Access to up-to-date and unbiased information on future study, training and employment options.
- The opportunity to talk through their educational choices with staff, including form tutors and senior management.
- Career-focused lessons in PSHE from Year 7 to Year 11, covering options after school, the world of work, the job market and the skills needed for the future.
- Meaningful encounters with representatives from the world of work and education or training providers, through careers talks (in or outside lessons), careers visits or assemblies. This is an area the school continues to enhance; a full programme of speakers can be found in the school calendar.
- The opportunity to relate what they learn in lessons to their life and career beyond school.
- Support to develop the self-awareness and skills needed for their future.
- Regular communication with parents/carers about their progress, and information to support pupils' career planning and decision-making. Parents/carers can attend careers meetings by prior arrangement.

Events for parents and carers

Young people do not make education and career decisions in isolation, and parents/carers have a substantial impact on, and interest in, the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme wherever possible.

Parents/carers are invited into school to discuss their son's or daughter's progress at annual Parent/Teacher Meetings. Ahead of these, pupils' education and career aspirations are discussed with form tutors, allowing conversations about progress, possible career ideas and academic development. In addition, specialist events for parents include the Year 9 GCSE Options Evening and targeted meetings in Years 10 and 11 to discuss next steps and careers, should the school's extension to Year 11 be approved. Morrisby Online reports are also shared with parents, who are encouraged to discuss the findings with their children.

We also invite parents to contribute to our programme by delivering career information sessions to Years 7 and 8, where they talk about their career and explain their roles.

Management and staffing

The Deputy Head is responsible for taking a strategic lead on careers work in the school and pastoral team. Because of the whole-school remit of careers work, a wide range of staff support careers promotion and activities, including Form Tutors, Learning Support, the School Nurse, SLT and teaching staff. Staff delivering the proposed Key Stage 4 careers and PSHE programme (Years 9 to 11) will have the qualifications and experience appropriate to that age group, consistent with the School's PSHE Policy.

Equal opportunities

The school promotes equal opportunities, challenges stereotypes and addresses limiting beliefs. The programme promotes equality of opportunity, inclusion and anti-racism. All pupils can access advice and guidance tailored to their needs, with support to explore options that suit their preferences, skills and strengths. Early identification of pupils and families requiring additional support is a whole-team ethos, with no limit placed on how many times a pupil might receive educational support from their form tutor or senior management.

Monitoring, evaluation and review

The careers programme is monitored regularly and amended following an annual review with the senior tutor team. Pupil opinions are actively sought, via Form Tutors or School Council meetings. This policy will be reviewed in September 2028, or sooner should statutory requirements change, and will be reviewed again ahead of the first cohort of pupils completing Year 11 under the school's extended age range, subject to approval.

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the school's Equal Opportunities Policy, Educational Visits (External Visits) Policy, PSHE Policy, Curriculum Policy and other relevant policies. The whole-school remit of careers is recognised, and the careers curriculum is developed alongside that of other areas so that careers education is an integral part of the whole-school curriculum from Pre-Prep through to our proposed Year 11.

Delivery of the careers programme

Years 7 and 8

Careers education is delivered predominantly through PSHE lessons in Years 7 and 8. In Year 7, the syllabus covers what work is, why people work, the advantages and disadvantages of work, and what

pupils want from work. This progresses in Year 8 to studying different types of business, how to organise a firm, and looking at social entrepreneurs.

We also have a rich programme of Senior Schools visiting to talk to pupils, including providers offering technical qualifications as well as the traditional academic route; details are in the school calendar. Since January 2023, we have invited parents, former pupils and other professionals to address Year 7 and 8 pupils about their own careers and areas of expertise, helping pupils understand how the world of work is changing, the different routes into certain careers, and fostering a sense of enquiry about careers generally. We run an annual Careers Awareness Week and a rolling programme of guest speakers.

Years 9 to 11

From September 2027, pending approval, S. Anselm's Senior School will provide a full Key Stage 3 and 4 careers programme for Years 9 to 11, continuing seamlessly from the foundations laid in Years 7 and 8 and delivered alongside the School's Key Stage 4 PSHE programme (see PSHE Policy). This satisfies the requirement at paragraph 2(2)(e) of the Independent School Standards that pupils receiving secondary education have access to accurate, up-to-date careers guidance, with Year 11 as the school's senior leaving year group.

The programme includes:

- PSHE-based careers content covering what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, and the geography of jobs.
- Careers talks given by external professionals, available to all Senior School pupils. Project ASK visits the school annually to give an overview of 16+ and 18+ apprenticeships, and pupils create their own accounts to search for apprenticeship opportunities.
- Year 9 pupils receive their GCSE options pack at the end of the Autumn Term and are encouraged to discuss this with their families ahead of the Year 9 GCSE Options Evening in January, where pupils and parents can speak to staff about available options and the suitability of subjects for GCSE, A Level and beyond.
- Year 10 pupils complete the Morrisby Online profile after their summer exams. Students spend tutor time reviewing their findings with form tutors and SLT on a one-to-one basis before discussing them with parents and gain ongoing access to their Morrisby Online account to research further education and career pathways.
- Year 11 pupils are informed of local open evenings for sixth forms and colleges, which they are encouraged to attend. Parents complete a return form indicating their child's intended next step, potential subjects and qualifications, and required grades. Families may request a meeting with the Head or senior management to discuss next steps. Practical preparation includes practice interviews, support with personal statements, and entry exam preparation for the pupil's chosen post-16 pathway.
- Access to career resources including Morrisby Online and the National Apprenticeship Service (see Appendix 2).
- Development of self-awareness and independence throughout the school, with pupils encouraged to take on increasing responsibility through the Duke of Edinburgh's Award,

PSHE, Votes for Schools, debating club, positions of responsibility (prefects, monitors, Head Prefects), School Council, optional extra commitments, hosted dinners, fundraising, and expeditions and educational trips — many of which can be included on UCAS forms or CVs.

- Pupils write a CV during PSHE time in Year 10 and discuss this with the senior tutor team in mock interviews.
- Opportunities to attend external courses focused on careers and personal development, including Study Skills Zone and Young Enterprise (Learn to Earn and RS Components' careers innovation programme).

Appendix 1: Gatsby Benchmarks

What are the eight Gatsby benchmarks?

- A stable careers programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Personal guidance.

Appendix 2: Useful Links

[Careerpilot](#)

[Morrisby](#)

[Apprenticeships \(GOV.UK\)](#)

[Good Career Guidance \(Gatsby Foundation, 2014\)](#)

[Careers Guidance and Access for Education and Training Providers \(DfE, statutory guidance\)](#)

Appendix 3: Careers Talks at S. Anselm's School

Delivered to Years 7 and 8 (indicative list; updated annually — see school calendar for current-year programme):

- Public Relations — Parent, Mrs C Hamilton (3 February 2023)
- Sports Journalism — Past Pupil, Miss I Ainsworth (20 February 2023)
- The Pharmaceutical Industry — Parent, Mr T Mottram (20 March 2023)
- Health and Safety / A Family Business — Parent, Mrs M Holdsworth (17 May 2023)
- Dentistry — Parent, Mrs Catarina Ferreira (12 May 2023)
- Veterinary Science — Parent, Mr S Goodear (27 November 2023)
- Screen Writing — Parent, Mrs K Peart (30 April 2024)
- Presenting Yourself at Your Next School — Parent, Mrs Caroline Hamilton (14 June 2024)
- Careers Awareness Week (Prep School initiative) (25–29 November 2024)

From September 2027, this appendix will be extended to include the annual programme of speakers and events delivered to Years 9 to 11 as part of the Key Stage 4 careers offer.