IMBERHORNE SCHOOL

Headteacher: Mr Matthew Whatford

Compassion
Achievement
Respect
Endeavour

The Cornerstones of our Learning Community

Careers Education, Information, Advice and Guidance and Employability Learning Policy	
Date of review:	July 2026
Prepared by:	Glyn Crees
Approved by Governing Board:	16.07.2026
Policy based on:	Model Policy
Date for next review:	July 2027

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Imberhorne School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon future plans and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

We are committed to

- Providing a planned programme of activities for all students from Years 7-13 which will help them to appropriately plan for their future learning and careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2023); as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Imberhorne School to ensure progression through activities that are appropriate to students' stages of learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages

- Ensure that, wherever possible, all young people leave the school with further education, training or employment

CEIAG at Imberhorne aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the Career Development Institute (CDI) framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

Leadership

Responsibilities are shared between the Senior Assistant Headteacher with oversight of Personal Development across the school, the Careers Leader and the Careers Coordinator. The Careers Leader oversees the planning, co-ordination and evaluation of the careers programme.

Subject leaders and Heads of Year are consulted to ensure appropriate coverage of careers themes in the Life Curriculum programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and employability learning. This is co-ordinated through the work of the Careers Leader.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The PD team at Key Stage 3, 4 and 5, delivers specialist sessions. Heads of Year liaise with the Careers Leader to address needs of all students, including support from teachers and Careers Coordinator (Level 6 Careers Adviser. Careers information is available in the Careers Library, from the Careers Coordinator, in the main Imberhorne Lane Library which is overseen by the Careers Coordinator and the school website.

The CEIAG Programme

See separate table "Annual Futures Planner" where all opportunities are listed. This can be found on the school's website and is updated annually.
http://www.imberhorne.co.uk/content/futures-guidance

In Key Stage 4 all students undertake work experience in Year 10 and are supported in securing appropriate placements. All students receive at least one futures interview with senior staff in the Autumn Term of Year 11, in addition to this a significant number of more vulnerable (SEND, PP) students will also have an additional interview with our Careers Coordinator. Additional support is introduced for these students to ensure they are guided and helped with decisions and applications they may have to make. The support is arranged by the Careers Lead in conjunction with the relevant Head of Year and implemented well before any student at this risk of becoming 'NEET' (Not in education, employment or training) is due to leave the school.

In Key Stage 5 a significant proportion of the Life Curriculum and mentoring programmes are dedicated to supporting students in their higher education, employment or apprenticeship applications. Additionally, all students undertake work experience in Year 12 and are supported in securing appropriate placements. An interview with our Careers Coordinator is offered to those who are identified as needing further guidance. This support is arranged by the KS5 Futures Leader in conjunction with the appropriate Sixth Form Head of Year.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Staff Development

Staff training is identified by a needs analysis and periodically planned for appropriately.

External Partnerships

There have been recent developments with employers offering apprenticeships and information is shared with students about available apprenticeships. In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance. Our Year 12 Futures Program in January of Year 12 includes a variety of inputs from external providers and a visit to the Higher Education Fair at a local university campus. This is followed in the summer of Year 12 by our Futures Morning when a number of organisations and education/training providers run workshops and provide information sessions for students.

Resources

The Careers Leader is responsible for the effective deployment of resources, monitoring, reviewing and evaluating the provision and development of CEIAG
This includes

- Lesson and tutor observations within Life Curriculum lessons as part of School Self Evaluation
- Developmental activity that has been identified and agreed with senior leaders
- Feedback from student focus groups, parents and other general questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

Staff in post at October 2024

Careers Coordinator (&Level 6 Careers Adviser)
Mrs Lisa Parker lparker@imberhorne.co.uk

Careers Lead
Mr Jim Turner jturner@imberhorne.co.uk

Senior Assistant Headteacher with overview of Personal Development
Mr Glyn Crees gcrees@imberhorne.co.uk