

The Cornwall Independent School

CAREERS POLICY

This document which applies to the whole school, including the Early Years Foundation Stage (EYFS), is available on request, from the School Office, and can be made available in large print or other accessible format if required, from the School Office.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: This policy is a live document that is sensitive to our working practices and is subject to change according to the needs of The Cornwall Independent School (TCIS). All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force and other statutory and best practice documentation cited in this document.

Monitoring, Review and Adaptation: The text of this policy is **necessary** and proportionate to meet the needs of The Cornwall Independent School, supporting those who work with our pupils, **making clearer** the responsibilities of school staff, volunteers, proprietor and the Governing Advisory Body. These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Governance Advisory Body is committed to regularly reviewing and updating our policies to ensure they remain relevant and effective in supporting our school's mission and values, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

The Policy Owner is Miss Louise Adams, supported by the Education and Compliance Officer.

Reviewed: September 2026

Next Review: September 2027 (or sooner, to reflect any material change in statutory or best practice requirements)



Miss Louise Adams
Headteacher

Aims: Careers education, information, advice & guidance (CEIAG) are an essential part of the support we offer to pupils at The Cornwall Independent. Effective careers support can help to prepare young people for the opportunities, responsibilities & experiences of life. It can help them to make decisions about the transition from education to employment.

We aim:

- to encourage students to be ambitious
- to ensure that pupils are ready for the next step in their learning or career
- to follow the principles of the Gatsby Benchmarks

Objectives:

- help students to understand the changing world of work
- facilitate meaningful encounters with employers
- support transition to post 16 education & training
- encourage the development of appropriate skills for the future
- encourage participation in continued learning
- support inclusion, challenge stereotypes and promote equality of opportunity
- contribute to strategies for raising achievement through increased motivation.

Student Involvement: All students are entitled to be fully involved in the CEIAG programme. Students are encouraged to take an active role in their own career's development. All students receive support to help with choices in year 9. They are able to access up to date information on future learning and training. People from the working community visit the school to talk to students. Careers advice is offered to all pupils in KS3 & KS4 through Sue Willmott (Crossroads Careers Consultancy), Sue Willmott carries out group interviews with pupils in years 7 & 8. She carries out individual interviews with pupils in years 9, 10 & 11. Students in years 10 & 11 visit local colleges offering post 16 education. Our Year 10 pupils take part in Careers Fest, a local initiative at a local college providing career-based learning. All students in year 10 complete a one-week work experiences placement (usually in the Spring term). Careers education is embedded in the PSHEE curriculum from KS1 -4.

Parental involvement: This is encouraged wherever possible including information about their jobs and the routes taken to progress in their chosen career.

Delivery of the Careers programme: Years 7-9 are supported through interviews and meetings with outside agencies & careers advisors. Part of the year PCHEE curriculum looks at future options and the world of work.

Year 10 pupils look in detail at post 16 options, visit local colleges, attend individual interviews with careers' advisors & complete work experience.

In year 11, students are supported in applications for education and/or training and attend individual interviews with the careers' advisor.

Pupils are also given the opportunity to attend Careers' conventions and meetings.

Careers information is developed in greater detail as pupils get older with basic understanding of different jobs with younger pupils to the opportunities available for the future in KS3/4.

Careers information is available in school, through the teaching staff, documentation sent to school and through one-to-one help given to pupils. A range of external providers visit the school to talk to pupils.

The school is keen to promote equal opportunities, challenge stereotypes & address limiting beliefs. All students are able to access advice and guidance, tailored to their needs. The careers' advisor works with the headteacher & SENCO to support all children in the school. Staff attend training events and careers' conferences as they are available.

Monitoring: The careers programme is monitored in several ways. Students give feedback on their experiences and often return to school after they have left to share their experiences. Pupils in year 10 complete work experience logbooks and share their experiences in PCSHEE lessons and tutor time.

The Gatsby Benchmarks

<https://www.gatsby.org.uk/education/careers-guidance/>

Coordinators Signature