



GREATFIELDS SCHOOL

Careers Education, Information, Advice and Guidance and Employability Learning Policy

Approved by SLT:

Date: September 2025

Approved by Local Governing Board:

Date: September 2025

Next Review Date: September 2026



Partnership Learning



GREATFIELDS SCHOOL

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Greatfields School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career 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.

The school has an ongoing commitment to:

- Providing a planned programme of activities to which all students from Years 7 –13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Working in partnership with employers and further education providers to ensure all students access education, employment or training at the relevant transition points

Entitlement

Students are entitled to a Careers education 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 Greatfields School to ensure progression through activities that are appropriate to students' stages of career 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 employment, further education or training
- Assist young peoples' development through careers, employability and enterprise education
- Provide young people with opportunities to learn about careers and the world of work
- Enable young people to understand how to develop career management and employability skills

The Careers programme provides pupils with a wide range of experiences to help them progress effectively through their education and onto successful careers.



Partnership Learning



Greatfields School Extended Learning and Careers Provision: Year 2024/25

Great Gatsby: The Benchmarks

1. A stable careers programme

Every school should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.

2. Learning from Career and Labour-market information

Every pupil and their parents, should have access to good-quality information about future study options and labour market opportunities.

3. Addressing the needs of each pupil

Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.

4. Linking Curriculum learning to careers

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

5. Encounters with employers and employees

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

6. Experiences of workplaces

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/ or work place experience.

7. Encounters with Further and Higher Education

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. Personal Guidance

Every pupil should have opportunities for guidance interviews with careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level.





Careers Curriculum Overview 2024-2025

Year Group	Focus	Objectives
7	Growing throughout Life Students grow throughout life by learning and reflecting on themselves, their background, and their strengths.	<ul style="list-style-type: none"> To reflect on personal strengths and short and long-term interests. To develop knowledge of personal competencies and transferable skills. To challenge stereotypical thinking and raise aspirations.
8	Exploring Possibilities Students to explore the full range of possibilities open to them, learn about recruitment processes and the culture of different workplaces.	<ul style="list-style-type: none"> To build awareness about workplace sectors. To build awareness about workplaces. To start recognising the relationship between learning and the world of work.
9	Making Connections Students to see the bigger picture by paying attention to how their learning within school will be relevant when making choices at 16 and their careers.	<ul style="list-style-type: none"> To explore options choices available in school. To understand the relevance of STEM subjects for a wide range of career pathways. To learn how the different subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
10	Encounters and Experiences Students need to build upon any previous experiences or understanding they have of workplaces and different career paths.	<ul style="list-style-type: none"> To find and make use of labour market information. To build awareness about workplaces, workplace culture and expectations Understanding the application and recruitment process.
11	Balancing Life and Work Students need to balance their life as a worker with their wellbeing and other interests.	<ul style="list-style-type: none"> To attend to physical and mental wellbeing during study season. To know how to make informed decisions about future study options and career paths. To actively prepare for educational next steps and potential career paths.
12	Creating Careers Opportunities Students need to understand the importance of creating opportunities for themselves by being proactive and building positive relationships with others.	<ul style="list-style-type: none"> To seek opportunities whereby they can act as a role model, leader and example to others building strong networks. To consider and explore post-18 career and further education options. To learn how to work effectively in new setting and career environments.
13	Managing your Career Students need to understand the importance of actively managing their own career, to make the most of opportunities and be able to handle setbacks.	<ul style="list-style-type: none"> To understand the concept of a career as a lifelong journey. To undertake research and make applications for post-18 options. To be able to plan, prioritise and set themselves careers targets.

Please note that the objectives for each year group are for the whole year and are not limited to only one term. Each objective should be treated as something that is to be developed over time and revisited often.





Growing throughout Life			
Year 7	Autumn Term	Spring Term	Summer Term
Objectives:	To reflect on personal strengths and short and long-term interests	To develop knowledge of personal competencies and transferable skills	To challenge stereotypical thinking and raise aspirations
Careers Activity 1	DWP Workshop to be held in PSHE lesson	Launch of UNIFROG. Delivered in a PSHE lesson.	Insight into a Careers Assembly – for example Willmott Dixon Insight into Construction
Gatsby Benchmarks	3 4	4 2	2, 3 and 5
Students involved, e.g. PP, SEND, all pupils	All students.	All students.	All students
Careers Activity 2	STEM Club	Whole Year Assembly on STEM can be delivered by subject leads or in partnership with STEM ambassadors.	My Career Journey External speaker to discuss their career journey. e.g. Speakers for Schools
Gatsby Benchmarks	4	4	2 5
Students involved	All students are offered the opportunity to attend	All	All
Careers Activity 3	Personal Development Form Time (Growth Mindset HT2)	Personal Development Form Time (Growth Mindset HT3 and Unifrog Competencies HT4)	Personal Development Form Time (Curious Learners HT5 and Careers Snapshots HT6)
Gatsby Benchmarks	3	3	2 3
Students involved	All	All	All





Exploring Possibilities			
Year 8	Autumn Term	Spring Term	Summer Term
Objectives:	To build awareness about workplace sectors.	To build awareness about workplaces.	To start recognising the relationship between learning and the world of work.
Careers Activity 1	DWP Workshop to be held in PSHE lesson	Profession Mornings for example BDSIP Creative, Cultural and Media Professions morning	Insight into Construction Whole Year Assemblies e.g. Wilmott Dixon
Gatsby Benchmarks	3 4	2 3 4	2 5
Students involved	All students.	To include PP/SEND students – students to be identified by Journalism Club lead/subject lead.	All
Careers Activity 2	Brilliant Club	BDSIP Apprenticeships morning, Jo Richardson School	What is STEM? Whole Year Assembly, E.G In partnership with STEM ambassadors.
Gatsby Benchmarks	3 5 7	5 7	4
Students involved	At least 50% of students are likely to be PP. Total students 14.	Students to be identified by HOY.	
Careers Activity 3	Personal Development Form Time (Careers Snapshots HT1&2)	Personal Development Form Time (Careers Snapshots HT3&4)	Personal Development Form Time (Careers Snapshots HT5&6)
Gatsby Benchmarks	2 3	2 3	2 3
Students involved	All	All	All





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Making Connections			
Year 9	Autumn Term	Spring Term	Summer Term
Objectives:	To explore the options choices available	To understand the relevance of STEM subjects for a wide range of career pathways.	To learn how the different subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
Careers Activity 1	Personal Development Form Time (Careers Snapshots HT1&2)	Personal Development Form Time (Careers Snapshots HT3&4)	Personal Development Form Time (Careers Snapshots HT5&6)
Gatsby Benchmarks	2 3	2 3	2 3
Students involved	All	All	All
Careers Activity 2	Options Assemblies	Options Assemblies (to be completed by 28th Feb)	DWP World of Work Session with Workbook Via PSHE lesson
Gatsby Benchmarks	4	4	2 3 4
Students involved	All	All	All
Careers Activity 3	DWP Personalised Workshop on Making Choices	City Lit University Taster Days (includes STEM subjects)	How STEM subjects support entry into Construction e.g. Wilmott Dixon highlighting relevant careers.
Gatsby Benchmarks	4	7	
Students involved	Can be delivered to all.	Actively promoted to PP students e.g. letters of invitation sent to students to apply for spaces.	
Careers Activity 4		Profession Mornings for example BDSIP Creative, Cultural and Media Professions morning	Routes into Construction e.g with Bellway
Gatsby Benchmarks		2 4 5	2 5
Students involved		Students to be identified by either HOY or staff who is	All





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		running a extra curricular club linked to profession.	
Careers Activity 5		Women in Aviation (STEM)	CEME STEM challenge Day (Small Piece Trust)
Gatsby Benchmarks			4
Students involved			Head of KS3 Maths identify MA students and include PP students.





Encounters and Experiences			
Year 10	Autumn Term	Spring Term	Summer Term
Objectives:	To find and make use of labour market information.	To build awareness about workplaces, workplace culture and expectations	Understanding the application and recruitment process.
Careers Activity 1	Personal Development Form Time (Careers Snapshots HT2)	Personal Development Form Time (Careers Snapshots HT4)	Personal Development Form Time (Careers Snapshots HT6)
Gatsby Benchmarks	2 3	2 3	2 3
Students involved	All	All	All
Careers Activity 2	Barclays Preparing for the World of Work Recognising and Building Personal Skills	Barclays Preparing for the World of Work Setting Goals	Barclays Preparing for the World of Work The journey to your career
Gatsby Benchmarks	2 5	2 5	2 5
Students involved	All	All	All
Careers Activity 3	Barclays Preparing for the World of Work Understanding Behaviours for Work 06.12.23	Barclays Setting Goals Follow Up To be delivered in PSHE lesson	Barclays Career Journey Follow Up To be delivered in PSHE lesson
Gatsby Benchmarks	2 5	3	3
Students involved	All	All	All
Careers Activity 4	Assembly Introducing Work Experience/Careers Week (Autumn 2)	Careers Week or Work Experience (TBC)	Insight into Law Workshop e.g held by Bloomsbury Institute
Gatsby Benchmarks	3	2 5 6	4 7
Students involved	All	All	Optional to attend. Open to all.
Careers Activity 5	Launch of Uni-Frog in PSHE Lessons	Mock Interview Workshop (Drop Down Day) Preferably to coincide with National Careers Week – 4 th - 9 th March	Pinsent Masons Annual Debating Competition
Gatsby Benchmarks	4 2	15 minutes per students. Can include Disability Employment Advisors.	2 5 6
Students involved	All students.	All	To include PP/SEND students. 7 students in total.
Careers Activity 6		DWP Interview Workshop In PSHE	
Gatsby Benchmarks		5 8	
Students involved		At least 50% of students are likely to be PP. Total students 14.	
Careers Activity 7	Launch of Social Enterprise	Social Enterprise	Social Enterprise
Gatsby Benchmarks	5	5	5
Students involved	Open to students to apply.		





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Students involved		At least 50% of students are likely to be PP. Total students 14.	





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Balancing Life and Work			
Year 11	Autumn Term	Spring Term	Summer Term
Objectives:	To know how to make informed decisions about future study options and career path	To actively prepare for educational next steps and potential career.	To attend to physical and mental wellbeing during study season.
Careers Activity 1	Personal Development Form Time (Careers Snapshots HT1 & Personal Study Well-being HT2)	Personal Development Form Time (Careers Snapshots HT3 & Personal Study Well-being HT4)	Personal Development Form Time (Careers Snapshots HT5)
Gatsby Benchmarks	2 3	2 3	2 3
Students involved	All	All	All
Careers Activity 2	UEL HE Myth Busting Assembly 26.09.23 (tbc)	Destinations Meeting with Tutor	DWP Exploring Different Pathways at Post-16
Gatsby Benchmarks	7	3	
Students involved	All	All	All
Careers Activity 3	Next Gen Nursing Workshop 03.11.23	Sixth Form Open Evening	Sixth Form Induction Day (Internal)
Gatsby Benchmarks	2 4 5	3 7	7
Students involved	KS4 & KS5 Health and Social Care students – identified by Head of H&SC Included PP and SEND students. Up to 60 students.	Encourage all students to attend. Open to all.	Open to all students
Careers Activity 4	BDSIP Pathways to Oxford and Cambridge Universities	ASK Apprenticeships Assembly	Students will be on study leave for most of this term.
Gatsby Benchmarks	7	7	
Students involved	20 students to be identified by HOY.	All	
Careers Activity 5	Careers Interviews with Careers Advisor. Majority of interviews to take place during Careers Days (28.11.23 - 30.11.23)	Careers Interviews with Careers Advisor 1 day per week.	
Gatsby Benchmarks	3 8	3 8	
Students involved	All – extended appointments available for SEND students.	All – extended appointments available for SEND students.	
Careers Activity 6	Pre-Oxbridge Mentoring Programme	Brook Whole Year Group Presentation	
Gatsby Benchmarks	4 5	4 7	
Students involved	20 selected HPA students with projected grade 8/9	All	





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Creating Careers Opportunities			
Year 12	Autumn Term	Spring Term	Summer Term
Careers Objectives:	To seek opportunities whereby they can act as a role model, leader and example to others building strong networks.	To consider and explore post-18 career and further education options.	To learn how to work effectively in new settings and career environments.
Careers Activity 1	K+ Widening Participation Programme	Duke of Edinburgh Scheme	Give Back Scheme
Gatsby Benchmarks	4 7	5	4 5
Students involved	All students encouraged to apply.	All can apply.	
Careers Activity 2	Next Gen Nursing Workshop 08.09.23	Barclays Advanced programme	University Taster Days at City Lit
Gatsby Benchmarks	2 4 5	2 4 5	
Students involved	BTEC Health and Social Care students – identified by Head of H&SC Included PP and SEND students.	All Economics, Maths and Business Studies students.	Open to all to apply. Financial support in place to cover expenses. Needs to be promoted
Careers Activity 3	Oxbridge Mentoring – Insight Education	Insight into Apprenticeships within Construction (Willmott Dixon, Bellway Homes)	UCAS Careers Fair (UEL)
Gatsby Benchmarks	3 7	2 4 5 7	3 4 7
Students involved	MA students identified by HOY/Head of Sixth Form	All	All
Careers Activity 4	Industry Session with Insurance Futures Academy (Oct)	Tottenham Stadium Careers Fair (tbc)	Insight into Law Workshop e.g. held by Bloomsbury Institute
Gatsby Benchmarks	5	3 4 7	
Students involved	All	Any can apply. HOY to finalise list	All welcome to attend.
Careers Activity 5	Basketball Level 1 Coaching Course	Personal Development Form Time (Careers Snapshots HT3& Personal Study Well-being HT4)	STEM summer opportunity with Alan Turing Institute
Gatsby Benchmarks	4 5	2 3	4 7
Students involved	Open to Year 12 and Year 13	All	All welcome to apply. STEM teachers to promote to students.
Careers Activity 6		Careers Personal Advisor	
Gatsby Benchmarks		8	
Students involved		All	
Careers Activity 7		Personal Branding Workshops with Willmott Dixon or Bellway	STEM summer opportunity with Alan Turing Institute.
Gatsby Benchmarks		2 5 7	4 7
Students involved		All	
Careers Activity 8		DWP Apprenticeships Vs University Workshop in PSHE Lesson.	





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Gatsby Benchmarks		7	
Students involved		All	





Managing your Career			
Year 13	Autumn Term	Spring Term	Summer Term
Careers Objectives:	To understand the concept of a career as a lifelong journey.	To undertake research and make applications for post-18 options.	To be able to plan, prioritise and set themselves careers' targets.
Careers Activity 1	Next Gen Nursing Workshop	Personal Development Form Time (Careers Snapshots HT4)	Insight into Law Workshop e.g held by Bloomsbury Institute
Gatsby Benchmarks	2 4 5	2 3	4 7
Students involved	BTEC Health and Social Care students – identified by Head of H&SC Included PP and SEND students.	All	All KS5 are welcome to attend. Optional activity
Careers Activity 2	Careers Personal Advisor tbc	One to One Careers Interviews (DWP are available to provide guidance to students who are still unsure about their post-18 options)	Students will be completing exams.
Gatsby Benchmarks	8	8	
Students involved	All	Targeted towards SEND Pupils and others who are at risk of becoming NEET.	
Careers Activity 3	Basketball Level 1 Coaching Course		Insight into Law Workshop e.g held by Bloomsbury Institute
Gatsby Benchmarks	4 5		
Students involved	Open to Year 12 and Year 13		

Careers Information for Parents, teachers and employers.

Parents	<ul style="list-style-type: none"> The school's careers programme is available to view on school website (broken down into Key Stage and Year Group). Parents can access careers and work experience support information and guidance by calling the school's number and asking to speak to the Careers Team. This can also be provided by our BDSIP partners. Useful Careers links are provided on the school website for parents to guide their child. Labour market information will be displayed on the school website.
Teachers	<ul style="list-style-type: none"> Departments to elect a member of staff to become their careers ambassador – to drive careers forward within their subject area. Careers Ambassadors or HODs to complete a proposed plan for the academic year (i.e. update the careers audit). Gatsby benchmark 4 suggestions sheet for Careers Ambassadors / HOD's – how to embed careers into the curriculum. Email group set up for the Careers Ambassadors – to keep communication flowing and share ideas. Employer request system – Careers Ambassadors informed to liaise with Careers Lead to arrange school visits/trips. Access to the careers programme and LMI on the schools website. Career SLT link (SRO) attend termly BDSIP meetings.





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	<ul style="list-style-type: none">• Staff CPD - Use of Unifrog, GROFAR and delivery of Personal Development programme and PSHE lessons.
Employer HE and Further Education providers	<ul style="list-style-type: none">• Provider Access Policy published on school website.• Access to the pupils careers programme on the school website.• Option for link employer to deliver virtual events.

