

LGB Date of Ratification	28 April 2025
Review Interval	Annually
Date of Last Review	1 February 2025
Owner & Attached Governor	Maria Mainwaring & Robert Fernandes



## Introduction

### Rationale

A structured and embedded careers programme allows every student, irrespective of their starting point, the opportunity for successful outcomes into viable employment. In line with the DfE guidance document, 'Statutory guidance for school and guidance for further education and training providers (January 2023), all schools have a statutory duty to secure independent and impartial careers guidance for pupils in school years 7 to 13.

The policy accepts the eight Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance.

*The Eight Gatsby Benchmarks:*

1. *A stable career programme.*
2. *Learning for career and labour market information.*
3. *Addresses the needs of each student.*
4. *Linking curriculum learning to careers.*
5. *Encounters with employers and employees.*
6. *Experiences of workplaces.*
7. *Encounters with further and higher education.*
8. *Personal career guidance.*

### Our Commitment

Tailored to individual need, Careers Education, Information, Advice and Guidance (CEIAG) at North Oxfordshire Academy we aim to widen student's horizons, challenging stereotypes and raise aspirations. Our vision is to be an academy where students receive a world class education in character and academics leading to happiness and fulfilment in life. To do this, we provide students with the necessary knowledge and skills to make ambitious transitions from our school, for their successful future employment outcomes.

North Oxfordshire Academy is an inclusive school where we develop a high expectation, an inclusive culture where all belong, all are valued, and all thrive.

CEIAG positively supports this vision, it develops, inspires, and encourages students' social mobility ensuring students' belief in their own abilities and giving them access to the world of opportunities available to them. We are committed to working towards all the Gatsby benchmarks so that every student can have the right information, right skills, and right experiences to build a rewarding career.

## CAREERS EDUCATION, INFORMATION & ADVICE POLICY (CEIAG)

This policy has been compiled with and supported by the Senior Leadership Team and has been ratified by the School Governing Body.

### Objectives

Our aim is to ensure that our careers provision is both effective and impartial with equality of opportunity so that every student can benefit. To support this, and in line with statutory responsibilities, we will utilise the Gatsby Benchmarks for 'Good Careers Guidance' as our measure and careers activities will be designed to meet them. This will include:

- All students have access to independent careers guidance including access to external sources of information and the full range of education and training options post 16, post 18 and beyond: apprenticeships (including technical, higher and degree apprenticeships), A levels, vocational college courses, T Level training and university pathways.
- That every student in Y11 and above has access to face to face 1:1 career advice that is tailored to their needs and is with a qualified Careers Advisor.
- That the careers programme of activities from years 7 to 13 fully meets the career requirements of each stage.
- That the careers programme engages and empowers students with the knowledge of the various career and learning opportunities available to them together with an understanding of their academic or vocational abilities, skills and qualities which will enable them to find suitable and fulfilling careers.

### Entitlement

All students are entitled to receive CEIAG that meets the statutory guidelines and that this is delivered by appropriately qualified careers staff. All careers' staff at North Oxfordshire are appropriately qualified and are centred on raising aspirations, challenging stereotypes, and promoting equality and diversity.

Governor with responsibility for CEIAG: Robert Fernandes

[Robert.Fernandes@northoxfordshire-academy.org](mailto:Robert.Fernandes@northoxfordshire-academy.org)

SLT with responsibility for CEIAG: Daniela Faulconbridge

[daniela.faulconbridge@northoxfordshireacademy.org](mailto:daniela.faulconbridge@northoxfordshireacademy.org)

Careers Lead: Maria Mainwaring

[maria.mainwaring@northoxfordshire-academy.org](mailto:maria.mainwaring@northoxfordshire-academy.org)

### The Careers Offer

#### A Personalised Approach

We believe that students should begin their career journey early, with the intention that students learn to value their education, skills, and qualities to enable them to take ownership of their future destination.

All year 7 and 8 have access to Unifrog (see our careers programme overview), careers lessons through the PSHCE curriculum together with career drop-down events. Year 7 and 8 are invited to the annual Futures Fair with their parents/carers. All Year 9 attend the Fair during the school day.

Independent careers advice begins in year 9, where small groups of students receive a CEIAG meeting with a level 6 qualified adviser. The group has a meaningful conversation, exploring the student's interests and skills, completing a quiz, researching possible career paths available and Local Market Information (LMI).

Towards the end of the summer term, all year 10 have a 1:1 meaningful careers conversation with our level 6 qualified Careers Adviser. This prepares them for a more in-depth meeting in year 11. The students have their own personal 'take home' plan to share with their families.

Every student, in year 11 will have a 1:1 meaningful conversation about their future pathway with a level 6 qualified Careers Advisor. They will have their own personal 'take home' plan together with an action plan around their next steps.

In year 12, every student will be involved in a mandatory and targeted work experience week, supported by the Pastoral and Careers Team. Year 12 have a 1:1 CEIAG meaningful conversation with our level 6 Careers Advisor leaving with their own 'take home' plan. Year 13 have targeted UCAS and Oxbridge support and can book a 1:1 appointment with a level 6 qualified Careers Adviser.

All students can make additional appointments with the Careers Team as required.

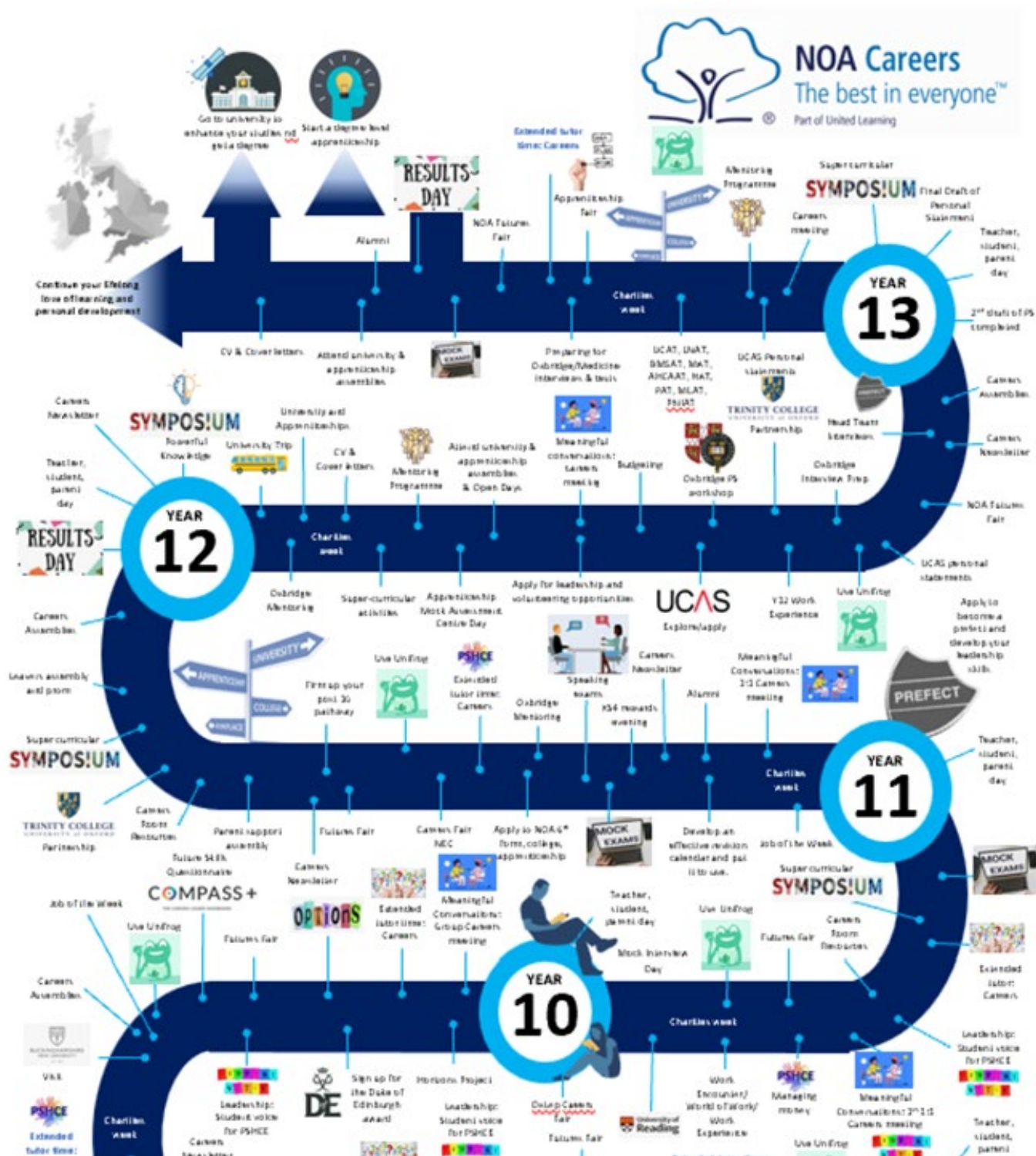
A sample of the careers programme of activities and experiences (by year group) is on the next page, it is detailed on our website under 'Curriculum', 'Careers' and is subject to a yearly review.

Weekly Career Newsletter for students, parents/carers.

Access to Careers Leader for Year 9 to Year 13 during Parent Evening/Teacher Student Parent Days and Open Evenings.

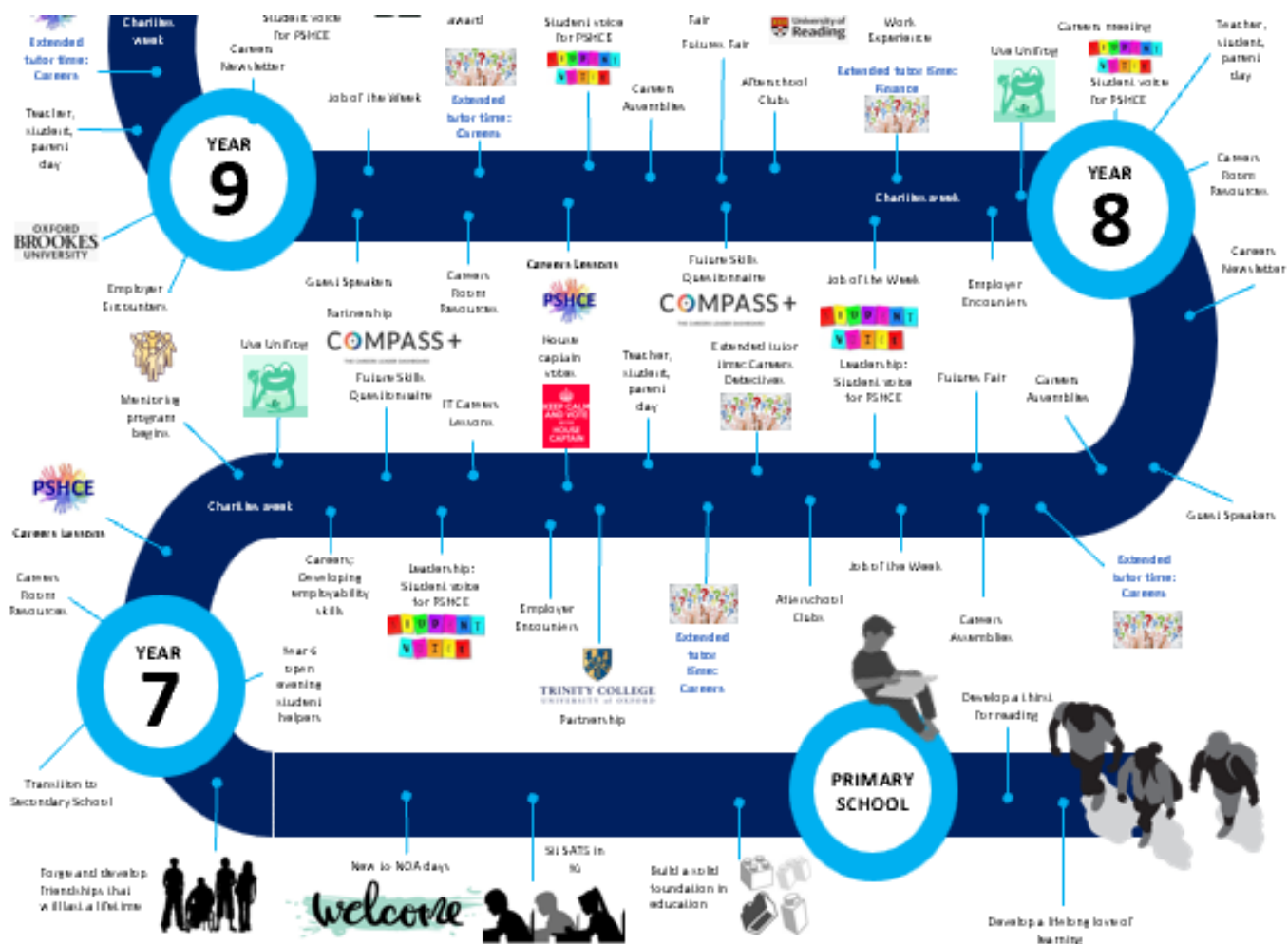
Transition support for EHCP student reviews year 11.

# Careers Learning Journey Roadmap Overview





CAREERS EDUCATION, INFORMATION & ADVICE POLICY (CEIAG)



**#Proud to be NOA**

## RESPECT AMBITION DETERMINATION

## Careers and the Curriculum

At North Oxfordshire Academy, the importance of Maths and English as a foundation for all careers is instilled from year 7 and there is extensive support available throughout the school years for students to achieve the appropriate grades in these subjects.

All students will receive weekly PSHE, delivered by their tutor, during tutor time. One term per year is dedicated career education and information. All PSHE sessions are targeted to the needs of the particular year group and the stage of their career cycle. In addition to PSHE, North Oxfordshire Academy recognises that students need to understand how the skills they are learning in specific subjects are used and are relevant in the World of Work so, where possible, curriculum learning is also linked to careers. The GCSE and A Level option process also focuses on careers so that students can make more informed subject choices that facilitate their further career plans. The meaningful conversations held with our Independent Careers Advisor supports this process. As part of the tutor lessons there is 'job of the week' which focuses on skills required, qualifications, what the job entails and LMI.

### Partnership Approach

As well as Teachers acting as important career informants, North Oxfordshire Academy will also provide students with the opportunity to interact and encounter with a wide range of professionals from the World of Work. These programmes (see our Careers Programme Overview) are designed to open students' eyes to the range of career possibilities and provide students with transferable work skills. North Oxfordshire Academy has built good partner relationships with local and National businesses as well as with Higher Education, Further Education, and other training providers. As a school we are in partnership with Trinty College, Oxford, and Oxford Brookes University.

In addition, and to further support social mobility, North Oxfordshire Academy works with a variety of outreach partners to access their programmes to provide positive advantage to our more disadvantaged students (particularly pupil premium) in terms of breaking down barriers, challenging perceptions and raising aspirations.

### Learning from Career and Labour Market Information

North Oxfordshire Academy will ensure that all students have access to good quality information about future opportunities through our meaningful conversations: 1:1 independent career advice including up to date and relevant Labour Market Information (LMI) as this can help social mobility and supports students in their decision making.

To further support our students and parents with readily accessible labour market information, we would recommend visiting <http://www.lmiforall.org.uk> for national LMI and <http://oxme.info/cms/earn/working-oxfordshire> for more localised LMI. The National Careers Service also offers information and professional careers advice for both students and parents: <https://nationalcareersservice.direct.gov.uk> or 0800 100 900. You can also use the school website for links as well as our weekly Careers Newsletter.

### Monitoring and Review/Staff development and Evaluation

North Oxfordshire Academy commit to ensuring that all careers' staff training needs are identified and met so that CEIAG remains current, relevant and timely.

The actual CEIAG programme and its staff are subject to the normal rigours of monitoring, review, and evaluation in line with statutory responsibilities and the five-year school improvement plan. The outline programme is reviewed annually to ensure it is still 'fit for purpose' and evaluation of destination data as well as student and parent feedback are also used to track best use of resources.