

LGB Date of Ratification	1 September 2026
Review Interval	Annually
Date of Last Review	1 September 2026
Date of next review	1 September 2027
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.

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

SLT with responsibility for CEIAG: Daniela Faulconbridge

daniela.faulconbridge@northoxfordshireacademy.org

Careers Lead: Maria Mainwaring

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 career 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

Milestones and Learning Outcomes

Year 13

My Future: Preparing to make University/Apprenticeship Applications.

My Self: Developing healthy habits.

My Skills: To be able to demonstrate Leadership skills.

My Knowledge: To independently use revision techniques.

My Opportunities: Interact with Post 18 providers.

My Options: Reflecting on interests & how they can impact my next steps.

Year 12

My Future: To have Meaningful Careers Conversations

My Self: Valuing independence and the ability to make your own decisions

My Skills: To have an awareness of the importance of Leadership in the world of work.

My Knowledge: Understanding the value of A-levels.

My Opportunities: To interact with Post 18 providers.

My Options: Develop ability to recognize influences on your career choices.

Year 11

My Future: To engage with personal guidance support.

My Self: To have an understanding of expectations from providers & employers.

My Skills: To achieve their potential through self-determination & self-improvement.

My Knowledge: To research LMI & understand growth sectors.

My Opportunities: To engage with Post 16 encounters.

My Options: To have a clear informed Post 16 Pathway.

Year 10

My Future: To engage with meaningful experiences of the workplace.

My Self: To develop core literacy & digital skills.

My Skills: To understand the importance of self-determination & Self-improvement.

My Knowledge: To understand work-place hazards.

My Opportunities: To interact with Post 16 providers.

My Options: To have a secure understanding of Post 16 options.

Year 9

My Future: To engage with opportunities to make informed GCSE choices.

My Self: To be able to write a CV.

My Skills: To define 'soft skills'.

My Knowledge: To understand key business structures & legislation.

My Opportunities: To challenge stereotypes.

My Options: To differentiate academic & vocational routes

Year 8

My Future: To be able to link learning to careers.

My Self: To be able to articulate aspirations.

My Skills: To have an awareness of their own employability skills.

My Knowledge: To understand other routes into employment.

My Opportunities: To engage with speakers/providers.

My Options: To identify what academic or vocational routes are.

Year 7

My Future: To understand what a 'career' is and how school life and education helps build this.

My Self: To recognize their own strengths.

My Skills: To define employability skills.

My Knowledge: To understand the concept of LMI.

My Opportunities: To meet a range of employers and challenge stereotypes.

My Options: To define what is Post 16 & Post 18 study.

Key Events and Experiences

Year 13

Tutor lessons, Oxbridge support, Personal Statement/UCAS support

Assemblies from Alumni, Apprenticeships, Universities Careers Fair

1:1 Meaningful Career Conversations with Independent Careers Adviser as required

Year 12

Tutor lessons, Oxbridge support, Personal Statement/UCAS support

University trip, Assemblies from Alumni, Apprenticeships, Universities

Careers Fair

1:1 Meaningful Career Conversations with Independent Careers Adviser

Year 11

1:1 Meaningful Career Conversations with Independent Careers Adviser

Future Skills Questionnaire, Weekly Newsletter

Dedicated Careers lessons

Linked to Character curriculum, Careers Fair

Assemblies, Extended tutor sessions

Application support, Oxbridge support

Year 10

1:1 Meaningful Career Conversations with Independent Careers Adviser, Weekly Newsletter

Dedicated Careers lessons, Job of the Week

Work Experience, 6th Form Taster Session

Linked to Character curriculum, Careers Fair

Higher Education visit, Assemblies, Extended tutor sessions

Year 9

Future Skills Questionnaire, Weekly Newsletter

Dedicated Careers lessons, Job of the Week

WoW with parents & friends

Group Meaningful Career Conversations with Adults

Linked to Character curriculum, Careers Fair

Choosing my GCSE Options with Confidence

Higher Education visit, Assemblies, Extended tutor sessions

Year 8

Dedicated Careers lessons

Weekly Newsletter

Job of the Week

Group Meaningful Career Conversations with Adults

Linked to Character curriculum

Assemblies

Year 7

Future Skills Questionnaire

Dedicated Careers lessons

Weekly Newsletter

Job of the Week

Group Meaningful Career Conversations with Adults

Linked to Character curriculum, Assemblies

Inspiring and preparing young people for the world of work.



North Oxfordshire Academy

The best in everyone™

Part of United Learning

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 PSHCE, delivered by their tutor, during tutor time. One term per year is dedicated career education and information. All PSHCE sessions are targeted to the needs of the particular year group and the stage of their career cycle. In addition to PSHCE, 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, <https://enterpriseoxfordshireskills.com/employers/labour-market-information/> 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.

