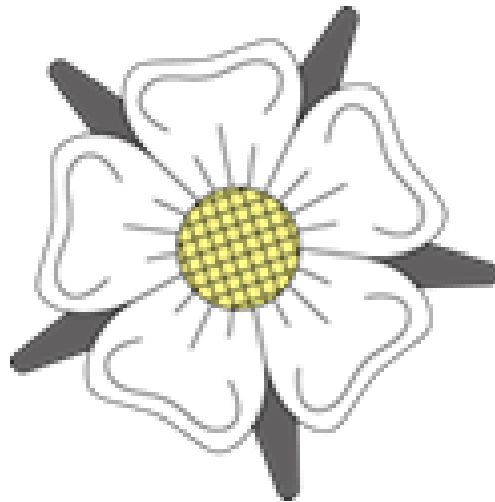


John Taylor Free School



CEIAG Policy

Implementation Date: April 2024

Review Date: April 2025, September 2025

This document is in accordance with the John Talor Multi Academy Trust policy, which can be found at <https://jtmat.co.uk/wp-content/uploads/2022/08/JTMAT-CEIAG-Policy.pdf>

CEIAG (Careers education, information, advice and guidance) at John Taylor Free School

Our vision at John Taylor Free School is to ensure that every young person will *"succeed and thrive"*. Through our Careers Education, Information, Advice and Guidance (CEIAG) we will prepare them to make informed choices about their future career aspirations.

Rationale:

The careers provision at John Taylor Free School is in line with the statutory guidance developed by the Department for Education, which refers to Sections 42A and 45 of the Education Act 1997 and Section 72 of the Education and Skills Act 2008. Following the Education (Careers Guidance in Schools) Act 2022, all schools must now provide independent careers guidance from **Year 7 to Year**

13. This guidance must:

- be impartial
- include information on a range of pathways, including university, apprenticeships, and technical education
- be adapted to meet the individual needs of each student

John Taylor Free School meets the statutory responsibilities under the 'Baker Clause' by putting in place a range of opportunities for our students to talk to technical education and apprenticeship providers. In addition, we are compliant with the careers guidance that the government set out for delivery from July 2021 'Careers guidance and access for education and training providers. More information can be found in our provider access policy regarding this.

Context

We are school entering our eighth year of development. We want our students to succeed beyond academic achievement and recognise the importance of learning about and developing employability skills through a range of opportunities including work experience, visits to employers, employer presentations, careers activities, open days and our taught careers programme. Careers forms part of our PHSCE programme, all year groups will have a half term of lessons in the subject dedicated to careers education.

As we start our eighth academic year, we are involved in East Staffordshire Careers hub, and with the support of our designated Enterprise Co-ordinator our careers strategy will enable us to achieve 'good' across all 8 Gatsby Benchmarks. As we increase our careers provision, we will work closely with our Enterprise Co-ordinator and continue to use the Compass Careers Benchmark Tool to measure ourselves against the Gatsby Benchmarks. Our work is informed by current government guidelines and recommendations.

Key Personnel

SLT Careers Link: Mrs C Broughton

Careers Leader: Mrs R Curry

Careers Link Governor: Mr I Burns

All queries regarding careers at John Taylor Free School should be directed through our careers email account on careers@johntaylorfreeschool.co.uk

Our aims of the CEIAG programme are:

- To raise achievement in students, promote future aspirations and meets the needs of students as individuals.
- To raise awareness of local labour market and contribute to the economic prosperity of individuals and communities.
- To include parents and carers in decision making for aspirational careers and progression of students at post 16 and post 18.
- To provide students with the employability skills need for working life outside of education.

Work Experience

We are committed as a school to giving students an insight into the world of work and its disciplines. We hope that by offering work experience, we will proactively bridge the gap between the academic qualifications that the students will leave with and the employability skills that young people may have a more limited experience of.

All students in year 10 and year 12 will be offered the opportunity to undertake work experience in the summer term. This is valuable experience, one that cannot be recreated in school. Students will be required to seek their own placement, and the emphasis is on a quality placement linked to future career aspirations.

Parents are informed and communicated with throughout the process, the software used to track placements provides students and parents with regular updates, it also facilitates parents giving consent to secured placements.

The Careers Leader will check that the placement meets the requirements set out by John Taylor Free School. All students on placement are covered by the employers' insurance and places of work are risk assessed using a work experience system.

As part of our commitment to high-quality careers education, we are trialling a new Year 8 Workplace Insight Programme during the Autumn Term. This initiative involves Year 8 students participating in a one-day placement supporting our Reception and Office Team. The programme is designed to enhance students' personal development, build confidence, and foster early awareness of workplace expectations and professional behaviours.

Implementation of our programme

Our programme is tailored to different key stages, with continuous improvements being made.

	Autumn Term	Spring Term	Summer Term
Key Stage 3	Year 7 – Autumn 2 – PSHCE focus is on employability skills, workplace behaviours and introducing careers that are linked to subject areas Year 8 – PSHCE – in lessons this term we examine rights and responsibilities in the community, tackling age and disability discrimination. Year 9 – Autumn 2 – PSHCE focus is on option choices and skills needed in different careers. Year 9 – Careers Event – prior to options year 9 students will have the opportunity to interact with career professionals and engage in careers stories. Aspirations assembly for all students – exploring where they come from and the value in them.	Year 8 – BAFC to support and run a carousel of workshops in school for year 8 students to offer them an insight into ways to support their wellbeing, an exploration on their social mobility and aspirations and a workshop or talk on resilience. Year 8 – choosing on year 9 pathways, students to be offered guidance with this. Year 8 – students will participate in a structured Work Insight Programme. Working in pairs, students will engage in a supervised shadowing experience with reception staff at JTFS. This initiative provides students with exposure to front-of-house operations and administrative responsibilities, fostering an understanding of workplace etiquette, communication skills, and the importance of professional conduct in a real-world setting.	Year 7 – PSHCE – in lessons this term we focus on making ethical financial decisions, saving, spending and budgeting our money. Year 8 – PSHCE in lessons this term we focus on evaluating value for money in services, risk and consequences making financial decisions. Year 7 – National Careers Challenge activity – combining STEM and careers to encourage the use of employability and enterprise skills.
Key Stage 4	Year 10 – work experience launch and focus on finding placements which are high quality which are linked to future aspirations. Year 11 – Future Choices Questionnaire to identify possible destinations of Year 11 students. Careers guidance appointments to be offered. Aspirations assembly for all students – exploring where they come from and the value in them.	Year 10 – Step up launch – assembly with role models videoed from other schools. Year 10 – Apprenticeship and T Level assemblies Year 11 – guidance on next steps to be offered, independent careers advisor will be engaged in this.	Year 10 work experience takes place in July When students return to school they will engage in an evaluation project linking their work experience to subjects that they are currently studying. Year 10 – As part of Enrichment Week, Year 10 students participate in a dedicated <i>Careers Day</i> designed to deepen their understanding of the world of work. During this event, students engage with employers around themed

	Careers Fair to be planned with various institutions to encourage students to think about the future and engage with employers/higher education and ask valuable questions.		topics—such as engineering or other industry sectors—through interactive sessions and presentations. They also complete a <i>Future Choices Questionnaire</i> to reflect on their aspirations and explore potential career pathways. The day includes talks from a range of companies, offering insights into different roles, routes, and opportunities available post-16 and beyond.
Key Stage 5	Careers Fair to be planned with various institutions to encourage students to think about the future and engage with employers/higher education and ask valuable questions. University visits	University Masterclasses through subjects. University visits Year 12- students have a mock interview using external companies, to prepare them for the next step in their career journey	Year 12 - University visits and UCAS convention Year 12 - Apprenticeship convention to introduce students to variety of Post 18 pathways Year 12 – launch UCAS process and invite parents in for a meeting about Post 18 options Year 12 – One week work experience. When students return to school they will engage in an evaluation project linking their work experience to subjects that they are currently studying.

Encounters

In accordance with Gatsby Benchmark 5 and the Department for Education’s statutory guidance (updated September 2025), John Taylor Free School is committed to ensuring that all students experience a minimum of six meaningful encounters with employers throughout their secondary education. These encounters are designed to broaden students’ understanding of the world of work and support informed decision-making about future pathways.

The structure of these encounters is as follows:

- First Key Phase (Years 8–9):
All students will participate in at least two employer encounters. Attendance is mandatory.
- Second Key Phase (Years 10–11):
All students will participate in at least two employer encounters. Attendance is mandatory.
- Third Key Phase (Years 12–13):
The school will facilitate at least two employer encounters. While these are mandatory for the school to provide, student attendance is optional.