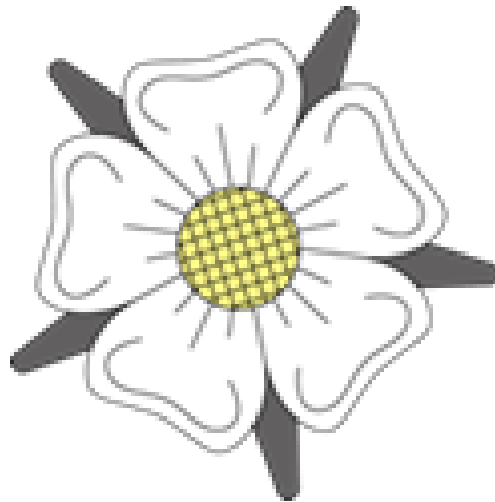


John Taylor Free School



CEIAG Procedure

Author	Senior Leadership Team
Implementation Date:	April 2024
Reviewed by Local Governing Body:	April 2025, September 2025, January 2026
Next Review due:	September 2026

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 procedure 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, during Year 7-11 all students 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: Mr M Davis
Careers Leader: Ms R Bunce
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. 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.

Measuring Impact

At JTFS we measure the impact of our careers programme using the Future Skills Questionnaire supplied by Compass+. This allows us to understand the level of knowledge our students in year 7 and 10 have and to tailor the provision we offer in order to meet their need, including offering 1:1 careers appointments for a bespoke provision. This will also show us the progress students are making through KS3 and into KS4.

We also use destinations data to access the number of students accessing each route after KS4 and KS5. Regular student voice at KS5 helps us to identify areas of need and identify misunderstanding. We can then offer a more personalised approach to support students through Post 18 choices.

Accessing Careers Information

Parents, careers and students can access careers information on the JTFS school website. This includes information about work experience, how careers are embedded in our PSHCE curriculum and access to our online careers platform, [Unifrog](#). Parents can create an Unifrog account which is linked to their child's Unifrog profile, where they can stay up to date with their child's task, placements, and the interactions added by their teachers. In addition, they can try out student tools, learn about webinars and fairs aimed at parents. Parents, careers and students can also request a careers appointment with the careers advisor through this platform or by emailing the main careers [email address](#).

All teachers have a log in for Unifrog, they have a wide set of tools that let them track students, manage applications and monitor progress. Moreover, they have access to the careers library and can use the know-how library for lessons, videos and guidance. During Professional Learning time on a Wednesday afternoon, there is a termly Careers focus scheduled to ensure staff are confident supporting students with key transition points such as Post 16 pathways, Post 18 pathways and UCAS process.

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 types of careers, including dream jobs, what a career looks like and balancing work and home life. Students will login to Unifrog and set up their profiles. Year 8 – Autumn 2 PSHCE- Students start to investigate how a career can be linked to their interests and how the rewards can build a life they desire. 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 9- Spring 1 PSHCE- Students are beginning to explore destinations and how GCSE choices can set them up for the next step. This includes knowledge of earning potential and labour market information National Apprenticeship week- whole school event of assemblies, workshops and tutor activities National careers week- whole school tutor activities	Year 7 – National Careers Challenge activity – combining STEM and careers to encourage the use of employability and enterprise skills. Whole school trips – employer encounters allow students to see the work-place in action. Educational visits will have a careers focus in line with Modern Work experience offer. Whole year group residential trip – employee encounter.

Key Stage 4	Year 11 – Autumn 2 – PSHCE focus is on option choices and skills needed in different careers and pathways at post 16, including apprenticeships, voluntary work and higher education. Students also start to consider the impact of AI on their career path. 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. KS4- 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.	Year 10 – Step up launch – assembly with role models videoed from other schools. Year 10 – Spring 2 - PSHCE focus on employer profiles and securing employment that is right for them. Preparation for work experience and well-being in the workplace. Year 10 – Apprenticeship and T Level assemblies Year 11 – guidance on next steps to be offered, independent careers advisor will be engaged in this. National Apprenticeship week- whole school event of assemblies, workshops and tutor activities National careers week- whole school tutor activities	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 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.
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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, Guest speakers from local business and apprenticeship providers and Oxbridge- throughout the year Assembly- interview techniques Student finance- students and parents are invited in to talk through student finance options and preparation from uni life. Throughout the year, year 12 students will have a second independent careers appointment with a careers advisor.	University Masterclasses through subjects. University visits Guest speakers from local business and apprenticeship providers and Oxbridge- throughout the year 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 over a 6 week supervised programme- students complete personal statements and applications in small groups. Parents are also invited in for a meeting about Post 18 options and the UCAS process. 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.
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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.