ALAMEDA MIDDLE SCHOOL

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CAREERS EDUCATION POLICY

OCTOBER 2026

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TABLE OF CONTENTS

CAREERS EDUCATION POLICY 1

OCTOBER 2026 1

1. AIMS 1

2. OBJECTIVES 1

3. STATUTORY GUIDANCE 2

4. CODE OF ETHICS 2

5. ROLES AND RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM, OTHER STAFF AND GOVERNORS 2

6. MONITORING, REVIEW AND EVALUATION 3

7. ACCESS FOR EDUCATION AND TRAINING PROVIDERS 3

CAREERS EDUCATION POLICY

This policy provides an overview of Alameda Middle School's vision for careers advice and guidance and forms the basis for all whole school and departmental careers advice and guidance.

1. AIMS

Alameda Middle School will provide impartial careers education, information, advice and guidance that delivers our whole school vision of being dedicated to offering an inspiring learning environment where all individuals are valued and everyone has the opportunity to achieve their best in everything they do.

This guidance has been designed to enable all students to plan for their future and access the correct pathways for them after their time at Alameda, at Key Stage 3, Key Stage4, Key Stage 5 and beyond.

Alameda Middle School recognises that it has a statutory duty to secure independent and impartial careers education in Years 7 and 8; careers guidance includes all information on options available in respect of 16-18 education and training including apprenticeships. (This policy is informed by the latest Department for Education statutory guidance on careers guidance and access for education and training providers, the Gatsby Benchmarks, and Careers & Enterprise Company guidance. School endeavours to follow best practice outlined by expert bodies such as Gatsby, DfE, Ofsted and CEC.

2. OBJECTIVES

Careers guidance at Alameda Middle School will:

1. Be a structured programme
   Careers advice is embedded into the curriculum and is structured to allow students to access the best advice and guidance throughout their time at the school. The programme is lead, monitored and evaluated by our subject lead for PSHE

2. Allow learning from career and labour markets
   Every pupil will have access to good quality information about future options and opportunities through the support of outside visitors, speakers and agencies delivering informative information regarding careers and the current labour market.

3. Link curriculum learning to careers
   All pupils will have access to careers information within the curriculum. This will be demonstrated through trips, assemblies and the curriculum provision. This entitlement will have a specific focus on the STEM subjects and their importance for a wide range of future career paths.

4. Allow students to have encounters with employers and employees
   Across the school, all pupilswill have opportunities to learn from employers about work, employment and the skills that are needed. This is largely delivered through visiting speakers and trips.

   Careers education will challenge stereotypes, promote equality of opportunity and support pupils to make informed choices regardless of gender, ethnicity, disability, socio-economic background or other protected characteristics.

3. STATUTORY GUIDANCE

The current version of the statutory guidance strongly endorses the Gatsby Benchmarks requiring all schools to appoint a careers leader and publish information about their careers provision on their school website. At a minimum this should include contact details of careers leader, a summary of the careers programme and information on how the school measures the impact of the programme on students. It is good practice to meet the Gatsby benchmarks of:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces (This is experience of workplace visits through trips, employer talks, leadership roles and other experiences in school)
7. Encounters with further and higher education
8. Personal guidance (As a middle school we do not have our own Careers advisor nor do we outsource this, we have close links with the Redborne Careers Leader and Advisor who are happy to give any advice to our pupils where there is a need)

The careers programme will be inclusive and tailored to meet the needs of all learners, including those with SEND, disadvantaged pupils and vulnerable groups.

4. CODE OF ETHICS

All staff adhere to the professional behaviour and practice as stated in the Career Development Institute (CDI) Code of Ethics.

5. ROLES AND RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM, OTHER STAFF AND GOVERNORS

The Senior Leadership Team and Governors will ensure that:

- All registered pupils are provided with independent careers guidance if it is required
- The careers guidance given is: o impartial o outlines a range of education or training opportunities o in the child's best interests
- Opportunities are given for a range of education and training providers to access all pupils in year 7 and 8 to inform them about opportunities technical qualifications or apprenticeships.
- Ensure that the Gatsby Benchmarks to improve careers provisions are met.

Other staff members will ensure that their curriculum embeds careers information, advice and guidance which promote the relevance of a wide range of future careers.

The Careers Leader should collaborate with the governing body to ensure there is a strategic careers plan which meets the legal and contractual requirements of the school. This plan is developed in line with the Gatsby Benchmarks and informed by the requirements and expectations laid out in the Education Act.

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6. MONITORING, REVIEW AND EVALUATION

The focus of monitoring, review and evaluation is the school's annual careers plan. This document is reviewed annually by the Careers Leader. This review and evaluation is linked to the Gatsby Benchmarks and the advice given by the Career Development Institute. The quality of the programme is monitored through the compass plus evaluation, pupil and parent voice, employer feedback, the Gatsby Benchmark audits and curriculum reviews.

7. ACCESS FOR EDUCATION AND TRAINING PROVIDERS

Alameda will provide opportunities for approved education and training providers to speak to pupils about approved technical education qualifications and apprenticeships. Access for education and training providers is granted to the school at the discretion of the Headteacher. These providers must contact the school directly and provide information on what they would deliver and the impact it would have on the students. If access is granted, then visiting speakers will endeavour to provide them with the resources needed for their presentation. Alameda Middle School recognises the important role that external speakers provide and will endeavour to provide access where possible. (Careers Provider Access Policy).