

Careers Policy

THE HUB SCHOOL



Policy Owner:	Assistant Headteacher	
Approved by:	Local Governing Board	Date: 09/10/2025
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Next review:	October 2026	

Introduction and Context

Our aim is to improve the life chances of our young people through the offer of a nurturing, safe and supportive environment and a personalised learning experience. Careers education is fundamental to successful outcomes, enabling pupils to understand themselves, explore opportunities, make informed choices and develop the skills needed to thrive personally and professionally.

At the Hub School we recognise that each student has their own strengths and talents and we aim to provide a personalised approach to learning wherever possible. Our planned career programme will provide the structure and support needed to allow each pupil to realise their full potential. High aspirations play a critical role in career success and our careers programme seeks to raise the aspirations of all pupils, challenge limiting beliefs and encourage them to be ambitious about their future.

Aims

The Hub School aims to provide an excellent careers programme that will equip pupils with the relevant knowledge and skills they need to reach their full potential and have successful futures. Careers education, information, advice and guidance (CEIAG) will be led by the Careers Lead and Careers advisor and supported by all staff. CEIAG will be provided in partnership with businesses, the Hull and East Yorkshire Careers Hub, the schools enterprise advisor, local authority partners, post 16 education and training providers and higher education institutions. Where The Hub School works with Commissioned Placements providers, we will work with these partners to ensure that their policies and procedures are in line with our own and meet the needs of our students.

Our career programme is structured, progressive and underpinned by the following key aims:

Self-Development - pupils will develop their understanding of themselves, their strengths and interests and the influences on them. Career activity will help them acquire core skills and competencies needed to access further learning and work

Career Exploration- pupils will gain an understanding of the changing world of work, using labour market information to investigate opportunities for learning and work

Career Management- pupils will develop skills to plan their career, adjust as needed and to successfully manage change and transitions.

The Hub School is committed to meeting and exceeding statutory guidance. Our programme is underpinned by the eight Gatsby benchmarks of Good Career Guidance and the Careers Development Institute framework of best practice.

Statutory requirements and Expectations

We are committed to fulfilling our statutory duties in relation to CEIAG. This policy provides a framework for meeting the national requirements and expectations summarised as:

The Hub School endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2023)
- Gatsby Benchmarks as detailed in Gatsby Good Career guidance, The Next 10 Years (2024)
- CDI Framework for careers, employability and enterprise education (2021)
- Expectations as laid out in the Quality in Careers Standard
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate

The Governing Body have the overall responsibility for overseeing CEIAG provision at the school. The governing body will ensure that:

- The careers programme and CEIAG is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- Information about the careers programme including the name of the Careers leader is published on the school website
- The programme includes information on the range of education or training options, including apprenticeships and technical education routes
- Opportunities for access to pupils in Y7 to Y11 are provided to a range of education and training providers
- All pupils are provided with the opportunity for impartial careers guidance from Y8 to Y11 with an appropriately trained advisor
- Personal guidance is impartial and promotes the best interests of the students to whom it is given.

CEIAG has strong links to the teaching and learning process and is relevant across all subject areas. All staff, through their roles as tutors and subject teachers, have a responsibility to contribute to the overall careers programme within the school.

Additional responsibility for the development of the Careers Programme lies with:

- The Hub School Careers Leader: Samantha Tordoff
- The Hub School Transition Leader: Heather Howard
- The Careers Advisor: Samantha Tordoff
- The Careers Link Governor:
- HEY Business Growth and Skills Hub: Rachel Simpson

Careers Programme

At The Hub School students are taught the skills and attitudes required to enable them to become as independent as they can be. Career programme activities support this purpose, helping pupils move to a post-16 destination of choice and then further into employment and adulthood as responsible members of society.

We are committed to providing a planned Careers Programme that has the eight Gatsby benchmarks at its core. As options for young people become more varied and complex, it is vital that we support our students to develop the knowledge and skills they need to make realistic, informed, choices for their future. Pupils will gain a full awareness of the pathways and opportunities available to them.

Our Careers Programme has many aspects and is differentiated to meet the needs of each individual. We work with internal and external stakeholders to build a programme that combines integrated delivery with more overt CEIAG events.

Internally, it is incumbent on all members of staff to take opportunities, when they arise, to support the delivery of CEIAG provision both within and beyond the taught curriculum.

Our Careers Programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations
- ensure students have the attitudes, skills and qualities to take the next steps in their learning or career
- help students to understand and engage with the changing world of work including changing labour market information
- develop students' research skills to find out about career opportunities
- encourage participation in continued learning
- provide support at an individual level

- support inclusion, challenge stereotyping and promote equality of opportunity
- explore the full range of possibilities open to pupils, learn about recruitment processes and the culture of different work places.
- contribute to strategies for raising achievement

The Careers programme will be structured around the revised Gatsby Benchmarks and will be continually monitored to ensure it is effective. The benchmarks are:

- Benchmark 1: A Stable Careers Programme
- Benchmark 2: Learning from Career and Labour Market Information
- Benchmark 3: Addressing the Needs of Each Student
- Benchmark 4: Linking Curriculum Learning to Careers
- Benchmark 5: Encounters with Employers and Employees
- Benchmark 6: Experiences of Workplaces
- Benchmark 7: Encounters with Further and Higher Education
- Benchmark 8: Personal Guidance

Student Entitlement

All students are entitled to be fully involved in an effective CEIAG programme. While some learning is clearly part of that programme, or part of a CEIAG event, other learning may occur through careers and work-related contexts incorporated into the wider school curriculum, through dedicated CEIAG topics via the PSHE and Lifelong Learning curricula, through specific content within subject lessons, through external visits, from internal presentations or collapsed timetable events.

Whether part of the Long Stay provision or on a vocationally specific Commissioned Placement, all students are encouraged to take an active role in their own career planning and development. The Careers Programme emphasises student participation and responsibility through a focus on personal and social development, learning about careers and the world of work, and developing employability skills including, for some, the skills specific to different sectors.

During their time at The Hub School, all students can expect:

- the support they need to make the right choices at key transition points
- access to up-to-date, unbiased, information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- formal CEIAG sessions covering employability skills, post-16 options, the world of work, the job market and the skills needed for the future
- access to tailored CEIAG activities within National Careers Week
- a meaningful encounter with a representative from the world of work in each school year
- information on a range of education or training options, including apprenticeships and other vocational pathways, colleges and universities
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff
- access to individual guidance with a L6 qualified, impartial careers adviser. While KS4 students are prioritised in each annual cycle, a referral for IAG with the Careers Advisor can be made at any time via the Careers Leader. There is no limit to the number of times a student might see the Careers Advisor should additional support be necessary
- the school to keep parents/carers informed of progress and provide information to support career planning and decision-making
- to be asked their views

- to experience different work places and industries across Y7-Y11. This will be delivered as group encounters in Key stage 3 which may involve employer talks, tasks/projects or workplace tours, and 5 days of bespoke in person work experience in Key stage 4

Due to the nature of our student roll, additional CEIAG support is available in the following circumstances:

- EHCP Annual Reviews
- Y11 Transition Reviews
- Y9 transition into KS4 and GCSE options
- If, following regular input, a student is identified as at risk of becoming NEET.

Parent/Carer Involvement

Young people do not make career decisions in isolation. Parents/carers can have a significant impact on the decision-making process, as well as having a clear interest in the right outcomes for their young person.

We support and encourage parental/carers involvement with our CEIAG programme wherever possible. This may happen in a number of ways:

- Parents/carers are invited to discuss their daughter/son's progress via the daily phone contacts with a member of staff
- a student's careers aspirations will form part of discussions around progress relating to next steps, career ideas and career planning, as well as academic progress
- Parents/carers are kept up to date with career-related events and activities affecting their daughter/son via our normal home-school communication channels
- Parents/carers are encouraged to be part of the student's individual IAG process whether in person or via phone or interactive platform
- With the student's agreement, a copy of the Action Plan from the individual IAG meeting will be sent home. Parents/carers are encouraged to contact the Careers Advisor or the Careers Leader, should they have any questions or concerns
- The Careers Programme is published on the school website and a 'Useful Links' section provides access to relevant websites, reading material and support for career planning at home
- Parents/carers are always welcome to contact the Careers Leader/ Advisor to seek advice and ask any questions they might have regarding careers pathways

Monitoring, review and evaluation

The Careers Programme is monitored, reviewed and evaluated in a number of ways. We include formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students in a process that ensures:

- Students' intended destinations are monitored.
- The Careers Leader and the Careers Advisor meet regularly to review CEIAG actions, student level interventions and to plan next steps.
- Individual Action Plans arising from IAG meetings with the Careers Advisor are provided for students and, with appropriate permission, shared with parents/carers.
- Individual Action Plans are centrally filed to be accessible to all staff.
- Student, Parent/Carer and Staff Voice is sampled in relation to the CEIAG provision as a whole and following specific target events.
- CEIAG events are reviewed to evaluate the extent to which intended outcomes were achieved.

- After their involvement with a CEIAG event, feedback from external partners is gathered as part of reviewing the event.
- Guidance and support from the Enterprise Co-ordinator and Enterprise Adviser are accessed.
- Key staff participate in local CEIAG network meetings to share good practice with schools, colleges and career providers.
- We use the Destination Measures data to track the post-16 routes chosen by our students.
- The Local Authority tracks students' longer-term sustained direction data.
- The Compass+ tool is used to evaluate our CEIAG provision against a national standard and to review our position against best practice.
- We use the Future Skills questionnaire to tailor our careers programme to the needs of current pupils
- The Careers Programme is audited annually.
- The development of CEIAG is a continuous priority for the school and CEIAG actions are included in the School Development Plan.

Further relevant information

This policy should be read in conjunction with:

- The Hub School Careers Programme
- The Hub School Provider Access Statement
- Pupil Premium Report

And other relevant Hub School policies including:

- Curriculum Policy
- SEND
- Equality Information

If there are any questions about this Policy or The Hub CEIAG activities in general, in the first instance, please contact The Hub School Careers Leader: Samantha Tordoff

Alternatively, the Careers Leader or other staff named in relation to this policy can be contacted via The Hub School on 01482 304200.