

SACRED HEART HIGH SCHOOL



CAREERS EDUCATION POLICY

MARCH 2026

to be reviewed March 2027

Contents

	Page
1 INTRODUCTION	4
2 STATUTORY REQUIREMENTS AND RECOMMENDATIONS	4
3 CAREERS LEADERSHIP AND OPERATIONS	4
4 AIMS AND DESIRED OUTCOMES	5
5 CAREERS CURRICULUM	6
6 INFORMATION AND RESOURCES	6
7 REVIEW AND RATIFICATION	6

1 INTRODUCTION

The Sacred Heart High School Hammersmith is an 11-18 girls' Comprehensive Academy. All that we do in our school is underpinned by our Mission statement.

We are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future. Our Careers Education and Guidance policy seeks to do this through:

- Providing an education which inspires a life-long love of learning
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith
- Offering a broad and balanced curriculum which meets the needs of each student
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others
- Building upon our partnership with parents, the Society of the Sacred Heart, Governors, the Church and the local Authority
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and Colleges, other learning institutions, including Universities and the wider community
- Creating a well ordered, stimulating, and secure learning environment, which encourages personal growth and development
- Making effective use of all our resources on behalf of the young people who come here

Rationale

Sacred Heart High School believes it is a right for every young person in our school to have access to the highest quality Careers, Education and Guidance and Information (CEIAG) to support their learning and decision making as they transition through each stage of their education. Therefore, all young people need a planned programme of activities that are stimulating and interesting which lead to raising their aspirations for what they might be and do in the future in a changing global world of work.

This policy outlines:

- Those with responsibility for **Careers Education, Information, Advice and Guidance** (CEIAG).
- The aims and desired outcomes of our careers advice and guidance
- The statutory requirements and recommendations.
- The provision of careers curriculum for pupils in all Key Stages 3, 4 and 5.

2 STATUTORY REQUIREMENTS AND RECOMMENDATIONS

This policy is written with explicit reference to:

- DfE Careers guidance and access for education and training providers (updated 8 May 2025) — statutory guidance for Years 7–13 requiring impartial careers advice and alignment to the Gatsby
- Skills and Post 16 Education Act 2022 — ensuring provider access to technical education and apprenticeships
- Updated Gatsby Benchmarks of Good Career Guidance (DfE endorsed revisions effective from Sept 2025)
- School Information (England) Regulations 2008
- Education Act 1997 (Sections 42A, 42B, 45A)
- Equality Act 2010
- Keeping Children Safe in Education (most recent statutory version)

The policy also anticipates the DfE’s future introduction of a national guarantee of two weeks’ work experience for every young person

3 CAREERS LEADERSHIP AND OPERATIONS

At Sacred Heart High School, the CEIAG team co-ordinate and monitor the delivery of the School Careers Plan. The CEIAG team comprise of:

- Mr H Williams, Head of Careers & Guidance
- Mrs M Conran, Deputy Headteacher with responsibility for the quality assurance of Careers Education, Information, Advice and Guidance at Sacred Heart High School
- Mr Bernhard Chauchet, Governor for Careers Education, Information, Advice and Guidance (CEIAG)

4 AIMS AND DESIRED OUTCOMES

Our **Careers Education, Information, Advice and Guidance (CEIAG) at Sacred Heart High School** aims to:

- Support informed, ambitious transitions into post-16 and post-18 pathways
- Equip students with the knowledge, experiences, and skills to succeed in further/higher education and employment
- Provide meaningful encounters with employers, training providers, FE/HE institutions and alumni
- Develop employability skills (communication, teamwork, creativity, resilience, leadership)
- Promote equality of opportunity and challenge stereotypes
- Empower students to reflect, plan and articulate their aspirations
- Support personalised guidance for SEND and disadvantaged pupils
- Prepare students for a rapidly evolving world shaped by technology, globalisation, and new forms of work

An annual report on CEIAG outcomes is presented to the Curriculum Committee.

5 CAREERS CURRICULUM

The taught element Careers Education programme is delivered through PSHE lessons across all year groups 7-13. There are different units for each year group and these are outlined below. Additionally, departments also deliver careers education related to their specific subject area during lessons. Details of each unit, separate days and events and timings can be found in the **Careers Programme** in Appendix 1 in the *Careers Education Plan, which is reviewed annually*.

- **Year 7 Careers Unit: Excite**
Knowing yourself and understanding what a career is.
- **Year 8 Careers Unit: Inspire**
The Importance of Career Choices
- **Year 9 Careers Unit: Reach**
Choosing subjects and researching careers
- **Year 10 Careers Unit: Aspire**
Exploring career options and building skills
- **Year 11 Careers Unit: Elevate**
Making plans and taking next steps
- **Year 12 Careers Unit: Empower**
Preparing for the future and learning about the workplace
- **Year 13 Careers Unit: Flourish**
Moving into higher education and employment

Pupils with Special Educational Needs or Disabilities (**SEND**) and those pupils in receipt of **Pupil Premium** receive personalised support from the SENCO, independent careers advisor and external bodies where appropriate.

6 INFORMATION AND RESOURCES

Pupils at Sacred Heart High School are provided with a number of ways to access information on different pathways and career options:

- 1:1 Careers Adviser interviews (Years 9–13)
- Unifrog — interests profiles, careers library, CV tools, application managers
- UCAS platform (Y12–13) and the annual UCAS Fair
- STEAM events and employer engagement workshops
- Encounters through the West London Partnership
- Work Experience (Year 10 and 12)
- Careers fairs, visiting speakers, alumni events

- Apprenticeship information, technical pathways, and HE provider sessions
- SEND and Pupil Premium targeted guidance

7 WORK EXPERIENCE GUARANTEE (2026 FORWARD PLANNING)

In line with updated DfE expectations for preparing a national two-week work experience entitlement for all young people, Sacred Heart will:

- Strengthen employer partnerships to widen placement access
- Ensure Year 10 and Year 12 students benefit from work-related learning
- Develop robust procedures for safety, safeguarding, evaluation, and inclusive placement matching
- Integrate preparation and reflection activities before and after placements

8 MONITORING AND EVALUATION

CEIAG effectiveness is monitored through:

Quantitative KPIs

- % of students receiving all required six meaningful provider encounters (Years 8–13)
- Gatsby Benchmark achievement scores
- Year-by-year completion of Unifrog profiles, activities, and reflections
- Participation rates in employer encounters, STEAM events, and work experience
- Post-16 and post-18 destinations data, including NEET tracking

Qualitative KPIs

- Student voice surveys
- Employer feedback following encounters
- Careers Adviser quality assurance logs
- Lesson observations and learning walks
- Parent/carer feedback

9 GOVERNANCE

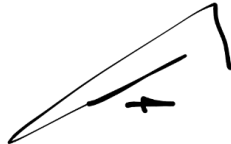
The governing board receives an annual CEIAG report and evaluates statutory compliance and impact.

10 REVIEW AND RATIFICATION

This policy (together with its appendices) has been approved and ratified by the Headteacher, Curriculum Committee in March 2026 and Full Governing Body in April 2025. The policy will be reviewed annually.



Mrs S O'Donovan
Headteacher



Glen Hodgson
Chair of Governors