



Hurworth
School

Careers Guidance Policy

Approved by: Hurworth School LGB

Review frequency: 1 year

Date of last review: September 2026

Date of next review: September 2027

1. Purpose and aims

Hurworth School is committed to providing high-quality, impartial careers education, information, advice and guidance that enables every pupil to understand the full range of future pathways and make informed decisions about education, training and employment.

Our careers provision aims to raise aspirations, develop career readiness and essential skills, broaden pupils' knowledge of academic and technical pathways, and provide appropriate support at key transition points. Provision is inclusive and is tailored where pupils need additional or different support.

2. Statutory framework

This policy has been reviewed against the Department for Education statutory guidance Careers guidance and access for education and training providers, updated 23 June 2026. The school has regard to the relevant duties in the Education Act 1997, Education and Skills Act 2008, Education (Careers Guidance in Schools) Act 2022 and Skills and Post-16 Education Act 2022, together with the requirements applying to academies.

The school provides independent careers guidance throughout secondary education. Guidance is impartial, includes the range of education and training options, including apprenticeships and technical education, and is provided in pupils' best interests.

Provider access arrangements are set out separately in the school's Careers Provider Access Policy Statement. This includes the statutory encounters with providers of technical education and apprenticeships.

3. Leadership and responsibilities

3.1 Governing body and school leadership

The governing body and senior leaders provide strategic oversight of careers provision, ensure that statutory and contractual requirements are met, support a whole-school approach to careers guidance and hold leaders to account for the quality and impact of provision. A governor takes a strategic interest in careers education and employer engagement.

3.2 Careers leader

The school's Careers Leader is Natalie Douglass, Director of Personal Development. She can be contacted on 01325 720424 or at ndouglass@hurworth.nalp.org.uk.

The Careers Leader is responsible for developing, coordinating and evaluating the careers programme; working with other senior leaders, staff, the careers adviser and external partners; supporting engagement with parents and carers; ensuring appropriate use of careers and labour market information; and reviewing provider access arrangements annually.

3.3 Careers adviser and wider staff

Pupils have access to appropriate personal careers guidance. The school ensures that personal guidance is delivered by appropriately qualified staff and works with the SENCO, pastoral staff, subject staff and other relevant professionals to identify and respond to individual needs.

4. Careers programme

The school maintains a stable and progressive careers programme from Year 7 to Year 11. It is designed with reference to the updated Gatsby Benchmarks and is reviewed and adapted to meet pupils' needs and changing education, training and labour market opportunities.

The detailed programme, including specific lessons, events, encounters, workplace experiences and other activities, is planned and published separately. This allows the programme to develop each year without requiring changes to this policy. Across the programme, pupils have opportunities to:

- access current careers, pathway and labour market information;
- connect curriculum learning with careers and future pathways;
- encounter employers, employees and education and training providers;
- gain meaningful experiences of workplaces;
- understand further education, higher education, apprenticeships, technical and academic routes;
- receive personal guidance at appropriate transition points;
- prepare for decisions and transitions beyond Year 11.

Careers provision is impartial and does not favour a particular institution, education route or career pathway. Activities are sequenced, age-appropriate and supported by opportunities for preparation and reflection.

5. Inclusion and individual needs

Careers provision is intended to be accessible to every pupil. The school uses information about pupils' needs, aspirations and intended destinations to tailor support, with particular attention to pupils who are disadvantaged, vulnerable, have SEND, are looked after or previously looked after, or may be at risk of becoming NEET.

For pupils with SEND, careers guidance forms part of the wider approach to preparation for adulthood and transition planning. Appropriate adjustments, additional guidance and liaison with families, the SENCO, local authority and relevant providers will be used where required. For pupils with an EHCP, statutory preparation for adulthood requirements will be reflected in relevant planning and reviews.

6. Parents and carers

Parents and carers are an important part of careers decision-making. The school provides access to relevant, current careers and pathway information and encourages parents and carers to engage with opportunities that support their child's future choices. Further information can be requested from the Careers Leader.

7. Information, records and evaluation

The school publishes information about its careers programme online, including the name and contact details of the Careers Leader, a summary of the programme, how pupils, parents and carers, staff and employers can access information, how impact is assessed and when the information will be reviewed.

Relevant information about pupils' aspirations, participation, intended destinations and guidance is used to inform support and transition planning and is managed in line with the school's data protection arrangements.

The impact of careers provision is reviewed using appropriate evidence, including pupil and parent/carer feedback, staff and employer feedback, participation information, intended and sustained destination information and progress against the Gatsby Benchmarks. Findings inform future planning and improvement.

8. Provider access

The school meets its statutory provider access duties. Detailed arrangements for requests, access, safeguarding, facilities and the required provider encounters are contained in the separate Careers Provider Access Policy Statement, published on the school website.

9. Related policies and information

- Careers Provider Access Policy Statement
- Safeguarding/Child Protection Policy
- Curriculum Policy
- Data Protection Policy
- SEND Policy
- Equality and Diversity Policy
- Complaints Policy

10. Monitoring and review

Natalie Douglass, Associate Assistant Headteacher, monitors this policy and the school's careers arrangements. The policy and published careers information will be reviewed annually, with strategic oversight from the governing body.