



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

Academic excellence for each person in a Christian community

Archbishop Tenison Careers Policy February 2026

Careers Education, Information, Advice and Guidance (CEIAG) for Pupils, Parents and Employers

Our school is committed to providing a high-quality Careers Education, Information, Advice and Guidance (CEIAG) programme for all pupils from Year 7 to Year 13. Our careers programme is designed to help every young person develop the knowledge, skills and confidence they need to make informed choices about their future.

The Governor's Committee responsible for this policy is the Curriculum Teaching and Learning Committee. The person in school who prepares the text of the policy for the Governors is the Careers Lead.

Rationale and Vision

Archbishop Tenison's school provides 'Academic excellence for each person in a Christian community'. The purpose of academic excellence should be to give our young people the opportunity to pursue their purpose in life, whatever that might be. Our job is to guide them to this purpose through thorough, broad and effective careers education.

The programme supports social mobility and inclusion, ensuring that all pupils – particularly those who are disadvantaged or have SEND – receive high-quality, impartial careers education, information, advice and guidance (CEIAG).

The careers programme will have a systematic structure, but the provision remains dynamic to allow us to take advantage of any opportunities that arise throughout the academic year, allowing our pupils to get the best possible careers provision.

Statutory and Policy Framework

This policy is informed by and complies with:

- Department for Education (DfE) statutory guidance *Careers guidance and access for education and training providers* (latest version)
- Section 42B of the Education Act 1997 (the Provider Access Legislation)
- The Gatsby Benchmarks of Good Career Guidance (2024 update)

- Ofsted Education Inspection Framework
- The Baker Clause and updated Provider Access requirements (minimum of six encounters across Years 8–13)

The school works towards meeting all eight Gatsby Benchmarks and reviews progress termly using Compass+.

Entitlement

All pupils in Years 7–13 are entitled to:

- A stable, structured careers programme delivered through the curriculum, tutor time, PSD and enrichment
- Access to up-to-date labour market information (LMI)
- Encounters with employers, employees, further education (FE), higher education (HE), apprenticeship and technical education providers
- First-hand experiences of workplaces
- Personal guidance from a suitably trained careers adviser at key transition points
- Impartial advice that promotes the full range of education and training pathways

Parents and carers are entitled to clear, up-to-date information about learning pathways and labour market opportunities and will be supported by the school to help their child make informed post-16 and post-18 choices.

Roles and Responsibilities

Governing Body

- Approves and reviews the CEIAG policy
- Ensures statutory duties are met
- Nominates a link governor for careers
- Supports employer engagement and strategic oversight

Headteacher

- Ensures CEIAG is resourced, supported and monitored
- Ensures careers provision is aligned with school improvement priorities

Senior Leader with Careers Responsibility

- Provides strategic oversight of CEIAG
- Reports regularly to SLT and governors

Careers Leader (Head of Careers)

- Holds overall responsibility for planning, delivery and evaluation of the careers programme
- Maintains Compass+ and destination data
- Coordinates employer engagement, work experience, careers fairs and events
- Manages provider access and compliance with the Baker Clause

Teaching and Pastoral Staff

- Embed careers learning within the curriculum
- Highlight links between subjects and careers
- Promote opportunities and support pupil engagement

Pupils

- Engage actively with careers activities

Reflect on guidance and make informed decisions

5. Inclusion and Equal Opportunities

The careers programme is designed to meet the needs of all pupils. Targeted support is provided for:

- Pupils with SEND (in collaboration with the SENCO)
- Disadvantaged pupils
- Those at risk of becoming NEET

The programme actively challenges gender, racial and socio-economic stereotypes and promotes equality of opportunity.

Priority access has been given for access to Level 6 qualified careers guidance for KS4 and KS5 SEND students.

6. Monitoring, Evaluation and Impact

Impact is evaluated through:

- Termly Compass+ self-assessment against the Gatsby Benchmarks
- Destination data at KS4 and KS5
- Pupil, parent and employer feedback
- Ofsted and SIAMS feedback

Findings inform annual improvement planning for CEIAG and the ABT Careers Development Plan.

Appendix 1: The Gatsby Benchmarks

Benchmark 1: A Stable Careers Programme

Every school should have an embedded careers programme that is known and understood by pupils, parents, staff, governors and employers.

- The programme is published on the school website
- It is supported by senior leadership
- It is reviewed termly using Compass+

Benchmark 2: Learning from Career and Labour Market Information

All pupils and parents have access to high-quality, up-to-date information about learning pathways and labour market opportunities, supported by staff trained to interpret this information.

Benchmark 3: Addressing the Needs of Each Pupil

Careers guidance is tailored to individual needs at different stages. The programme promotes equality, diversity and inclusion, challenges stereotypes and records individual guidance and destinations.

Benchmark 4: Linking Curriculum Learning to Careers

All teachers link subject learning to careers, with particular emphasis on the relevance of STEM subjects to a wide range of pathways.

Benchmark 5: Encounters with Employers and Employees

Every pupil has at least one meaningful encounter with an employer every year from Year 7 onwards.

Benchmark 6: Experiences of Workplaces

Every pupil has first-hand experience of the workplace by age 16 and a further experience by age 18.

Benchmark 7: Encounters with Further and Higher Education

All pupils encounter the full range of education and training providers, including academic, technical and apprenticeship routes.

Benchmark 8: Personal Guidance

Every pupil receives at least one personal guidance interview by age 16 and a further opportunity by age 18, delivered by a suitably trained careers adviser.

Appendix 2: Careers Programme by Key Stage Group

KS3 Years 7–9: Careers awareness and aspiration raising through dedicated week of careers in the curriculum lessons, access to labour market information through Unifrog, employer encounters through Careers Fair and additional off-site sessions in line with the Baker Clause, SEND-targeted guidance, PSD sessions that build on previous learning year-on-year.

KS4 Years 10–11: Full-week of work experience (Year 10), Mock Interview Day (Year 10), post-16 pathways, employer and provider encounters through the Careers Fair and targeted assemblies, personal guidance interviews from a Level 6 qualified Careers Adviser, Careers awareness and aspiration raising through dedicated week of careers in the curriculum lessons, access to labour market information through Unifrog, PSD sessions that build on previous learning year-on-year.

KS5 Years 12–13: Full-week work experience (Year 12), UCAS and apprenticeship support, higher education visits, employer encounters, personal guidance interviews from a Level 6 qualified Careers Adviser, destination tracking, provider encounters through the Careers Fair and targeted assemblies.

Appendix 2A: Mapping of Careers Provision to the Gatsby Benchmarks

Gatsby Benchmark	School Careers Procedures and Evidence
1. A Stable Careers Programme	<p>Published CEIAG policy and careers programme; strategic oversight by SLT and governors; termly review using Compass+; dedicated Careers Leader.</p> <p>We will continue to monitor the progress of our pupils and students after they leave Archbishop Tenison's to see where they end up and how effective our careers education is for the pupils and students in our care.</p>
2. Learning from Career and Labour Market Information	<p>Careers library through Unifrog and additional online resources; LMI embedded in PSD - The activities in the PSD programme and progression periods are tailored to each particular Year Group and designed to build upon previous knowledge through activities that are appropriate to the pupil and student's stages of career learning, planning and development.; guidance interviews referencing local and national LMI; parental access to LMI.</p>

3. Addressing the Needs of Each Pupil	One-to-one guidance for all pupils from a Level 6 Careers Adviser during both KS4 and KS5; targeted SEND and disadvantaged support; individual action plans; destination tracking; stereotype-challenging activities.
4. Linking Curriculum Learning to Careers	Careers links embedded in schemes of work and additional careers-specific lessons across every subject linking what we teach to the wider world and showing the purpose of their education; subject-specific pathways highlighted; STEM careers promoted through curriculum and enrichment.
5. Encounters with Employers and Employees	Annual employer encounters for every year group; Mock Interview Day (Y10) with recorded feedback from volunteers; employer talks and enterprise activities; Enterprise Adviser support.
6. Experiences of Workplaces	One full week of work experience in Year 10; one full week of work experience in Year 12; additional workplace visits and projects.
7. Encounters with Further and Higher Education	Annual Careers Fair for Years 7–13; FE, HE and apprenticeship encounters; university visits and taster days for KS5.
8. Personal Guidance	One-to-one careers interviews for all pupils by age 16 and again by age 18, delivered by a qualified Level 6 Careers Adviser, providing individual reports that are sent to pupils and kept by the school

Appendix 3: Provider Access Policy

The school complies fully with Section 42B of the Education Act 1997 and the Provider Access Legislation.

All pupils in Years 8–13 are entitled to a minimum of six encounters with approved providers of technical education and apprenticeships.

The Careers Lead is Mr Barney John (johnb@archten.croydon.sch.uk)

Requests for access: Providers of technical education, apprenticeships and other pathways should email the Careers Leader via the school office with the subject line 'Provider Access Request'.

Response time: The school will acknowledge all requests within 10 working days and seek to agree a suitable date, time and format.

Opportunities for access: Access may be granted through assemblies, careers fairs, curriculum lessons, small-group workshops, or targeted sessions during tutor

time/PSD. The school will balance provider access with minimal disruption to learning. Inclusion: All sessions will be accessible to pupils with SEND. Adjustments (e.g., rooming, support, materials in advance) will be arranged in collaboration with the SENCO.

Recording encounters: The school will record all provider encounters (year group, date, type of encounter, participating pupils) to monitor coverage against the statutory minimum of six encounters between Years 8–13.

Safeguarding: All visitors are subject to the school's safeguarding procedures.

Careers Leadership and Staffing

- The careers programme is led by a dedicated Careers Leader
 - One-to-one careers guidance is delivered by a **qualified Level 6 Careers Adviser**
 - The programme is supported by senior leaders, governors, teaching staff and external partners
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Further Information

If you would like more information about careers education at our school or are an employer or provider wishing to work with us, please contact the Careers Leader via the school office.

Date of next review February 2027