



OFG
Education

Career Policy 26/27

Meadowcroft School



Careers Policy

CONTENTS

1.0

INTRODUCTION.....	Error!
--------------------------	---------------

Bookmark not defined.

2.0 COMMITMENT.....	3
3.0 AIMS.....	3
4.0 STUDENT ENTITLEMENT.....	4
5.0 DEVELOPMENT.....	4
6.0 LINKS WITH OTHER POLICIES.....	4
7.0 IMPLEMENTATION OF CAREERS ADVICE.....	5
8.0 EQUALITY AND DIVERSITY.....	5
9.0 YEAR 1 - 8 FOCUS.....	5
10.0 YEAR 9 - 10 FOCUS.....	5
11.0 YEAR 11+ FOCUS.....	5
12.0 WORK EXPERIENCE (POST-16).....	6
13.0 CAREERS RESOURCES AND EVENTS.....	6
14.0 PARENTS AND CARERS.....	6
15.0 MANAGEMENT AND MONITORING.....	6
16.0 STAFFING.....	7
17.0 CURRICULUM.....	7
18.0 PARTNERSHIPS.....	7
19.0 REVIEW AND EVALUATION.....	7
20.0 SCHOOL CONTACT DETAILS.....	8

Terminology

Please note that the terms:

“Our teams” and “team members” include everyone working in Outcomes First Group’s settings and services in a paid or unpaid capacity, including employees, consultants, agency staff, trainees and contractors, (including volunteers for Blenheim Schools).

“Parents and carers” refer to the person or people with legal parental responsibility for the child/young person

“**Pupils**” refers to all children and young people being educated and supported at the setting or service

1.0 INTRODUCTION

The Careers Lead for Meadowcroft School is **Michelle Homden**.

Careers education, information, advice and guidance (CEIAG) play a vital role in preparing young people for adult life, including the opportunities, responsibilities and experiences they will encounter. A structured and progressive programme of activities enables pupils aged **5–19** to explore pathways that are appropriate to their **individual starting points, interests and abilities**. This tailored approach supports them in making informed choices, achieving relevant qualifications, and developing the skills needed to secure and sustain long-term employability.

2.0 COMMITMENT

Meadowcroft School is committed to providing all pupils with a programme of careers education, information, advice and guidance (CEIAG) that is impartial, effective, and delivered in line with statutory requirements and the **Independent School Standards (ISS) framework**.

We provide:

- A progressive CEIAG programme for all pupils in Key Stages 1-5
- **Indirect careers education from Year 1 onwards**, building awareness of the world of work.
- Careers education and guidance tailored to pupils’ **individual starting points**, ensuring equality of access.
- Impartial information about suitable courses, training providers and career pathways.
- **Weekly timetabled careers sessions for all secondary pupils**, linked to **NCFE Careers accreditation**.
- A **robust monitoring framework**, where Careers lessons are quality-assured by the **Central Outcomes First Group team**.

Meadowcroft School follows:

- **DfE Careers Education Guidance (2025)**
- **DfE RSHE/PSHE Guidance (2025)**
- **Independent School Standards (ISS)** requirements for personal development.

3.0 AIMS

The Careers Education and Guidance programme at Meadowcroft School aims to:

- Improve **student achievement and motivation** through access to appropriate and meaningful accreditation.
- Promote inclusion by **challenging stereotypes and ensuring equality** of opportunity for all learners.
- Encourage ongoing participation in education, including further and higher education pathways.
- Develop students' **enterprise, employability, and independent living skills**.
- Reduce drop-out rates and unnecessary course changes by supporting well-informed and appropriate placement decisions.
- Contribute to the **economic well-being of individuals** and the wider community.
- Meet the diverse needs of all students through effective **differentiation and personalised pathways**.
- Support students in identifying and working towards their future aspirations, linked to their EHCP outcomes.
- Actively involve parents and carers in the careers decision-making process.

4.0 STUDENT ENTITLEMENT

All students in Years 1–13 are entitled to a comprehensive programme of careers education, information, advice and guidance (CEIAG). In addition, students have access to a **specialist external CIAG provider**, Amber Bostock, who offers tailored support for learners with SEN.

This provision ensures that every student can explore a broad range of career pathways, qualifications and progression routes, supported by guidance that is personalised to their individual abilities, needs and aspirations.

5.0 DEVELOPMENT

This policy is reviewed annually by the Careers Lead and their Line Manager. Reviews take account of:

- **DfE Careers Education Guidance (2025)**
- **DfE PSHE Guidance (2025)**
- Independent School Standards (ISS)
- Ofsted frameworks and national CEIAG good practice

6.0 LINKS WITH OTHER POLICIES

The Careers Policy supports and is underpinned by key school policies, including:

- Teaching and Learning
- Assessment
- Equality Statement

- Health and Safety
- SEND
- Curriculum policies for relevant key stages
- RSHE and PSHE policies

7.0 IMPLEMENTATION OF CAREERS ADVICE

Careers education is delivered through:

- **Weekly timetabled Careers lessons (secondary)** linked to **NCFE accreditation**.
- ASDAN Careers and Experiencing Works.
- AQA Programme Unit Awards
- Careers portfolios and reflective logs.
- One-to-one Careers interviews with the Careers Lead and external CIAG.
- Providing **work experience** placements tailored to students' needs and EHCP outcomes.
- Inviting guest speakers and employers to deliver talks or workshops.

8.0 EQUALITY AND DIVERSITY

Careers education is accessible to all pupils and is adapted to meet individual needs. Provision is personalised, considering each student's EHCP outcomes and planned pathways.

Students are actively supported to explore and pursue career opportunities that align with their interests and strengths, while challenging stereotypes and promoting equality of opportunity for all.

9.0 YEAR 1-8 FOCUS

- Introduction to careers and the world of work.
- Understanding business, teamwork, and employer expectations.
- Rights and responsibilities in the workplace.

10.0 YEAR 9-10 FOCUS

- Self-assessment and recognising strengths.
- Challenging stereotyping and discrimination.
- Exploring post-14 pathways and career routes.

11.0 YEAR 11+ FOCUS

- Post-16 options and the application process.
- Visits to training providers, employers, colleges and careers fairs.
- Preparation for employment, apprenticeships or further study.

12.0 WORK EXPERIENCE (POST-16)

All **post-16 pupils** access **weekly work experience placements for four lessons per week**. These may be:

- Offsite with a vetted and approved provider.
- Onsite where appropriate.
- Virtual, through **Springpod** or **Reed Education**.

Placements are matched to each pupil's **EHCP outcomes and career aspirations**. Pupils gain practical, meaningful experience, and work towards qualifications including:

- **NCFE Employability**
- **ASDAN Careers and Experiencing Work**
- **AQA Unit Awards**
- Other relevant vocational accreditations

Work experience supports:

- Social and communication skills.
- Personal development, maturity and independence.
- Understanding employer expectations, routines and responsibilities.
- Health and safety awareness.
- Building a positive self-image and resilience.

13.0 CAREERS RESOURCES & EVENTS

- Careers resources are available from the Careers Lead.
- External CIAG provider (Outcomes First Group Ltd) supports targeted students.
- Targeted SEN pupils receive additional support.
- Pupils attend off-site careers events, college open evenings, and employer visits.
- Digital tools, including Jobs4U, support independent research.

14.0 PARENTS AND CARERS

Parents and carers are encouraged to be active partners in the CEIAG programme. They are invited to interviews, reviews (EHCP, PEP, LAC) and receive updates through meetings and written communication.

15.0 MANAGEMENT & MONITORING

- The Careers Lead coordinates the programme, reporting to the Senior Leadership Team, OFG central and Compass+.
- Careers lessons are monitored by the Central Outcomes First Group team to ensure consistency and high standards.
- Work experience is overseen by the Careers Lead and Headteacher, with risk assessments and safeguarding checks carried out before placements.

16.0 STAFFING

All staff contribute to CEIAG through their role as tutors or subject teachers. The Careers Lead liaises with external agencies and ensures pupils receive accurate, impartial guidance.

17.0 CURRICULUM

The Careers curriculum includes:

- Weekly timetabled Careers lessons (secondary)
- Group and individual careers guidance sessions
- Work experience (post-16, weekly)
- Careers fairs, employer talks and provider visits
- Integration into the school's **Personal Development Programme**

18.0 PARTNERSHIPS

Key partnerships include:

- Outcomes First Group Ltd Careers Lead (external CIAG provider)
- Local 14–19 providers and FE/HE institutions
- Employers and work experience providers
- Virtual providers (Springpod, Reed Education)
- Outcomes First Group and Compass + (monitoring and quality assurance)

19.0 REVIEW AND EVALUATION

- The programme is monitored annually by the Deputy Head and Headteacher.
- Careers provision is evaluated via pupil voice, lesson observations, outcomes tracking, and external monitoring.
- Annual review by the Careers Lead and SLT ensures alignment with statutory frameworks.
- Findings are fed into the **Subject Improvement Plan (SIP)** and the **School Development Plan (SDP)**.

20.0 SCHOOL CONTACT DETAILS

The Lodge - Primary Site

Meadowcroft School, Leeds Road, Wakefield, WF1 3JT

[01924 208586](tel:01924208586)

info@meadowcroftschoo.com

The Gallery - Secondary Site

The Gallery, Meadowcroft School, Wentworth Terrace, Wakefield, WF1 3QW

[01924 368736](tel:01924368736)

info@meadowcroftschoo.com

The Hub - Secondary Site

The Hub, Meadowcroft School, 24 Bar Lane, Wakefield, West Yorkshire, WF1 4AD

[01924 366242](tel:01924366242)

info@meadowcroftschoo.com

The Works - Secondary Site

The Works, Meadowcroft School, Garden Street, Wakefield, WF1 1DX

[01924 368257](tel:01924368257)

info@meadowcroftschoo.com

APPENDIX: STATEMENT OF ENTITLEMENT

Every pupil at Meadowcroft is entitled to:

- Careers education tailored to their starting points and aspirations.
- Weekly timetabled Careers lessons (secondary).
- Access to impartial careers guidance from both the Careers Lead and external CIAG.
- A Post-16 work experience placement (weekly, 4 lessons).
- Accredited qualifications (NCFE, ASDAN, AQA Unit Awards).
- Opportunities to explore different pathways, including FE, HE, apprenticeships and employment.
- Equal access to provision, free from stereotyping



OFG
Education





OFG
Education

