



CAREERS POLICY

DOCUMENT CONTROL

Document Version: 1.1

Date Formally Approved: April 2021

Consulted: Senior Leadership Team – Jen Grotier (Headteacher), Luke Frances (Deputy Headteacher), Kim Ward, Vicki Utting, Emma Williamson and Katie Smith (Assistant Headteachers)

Policy Owner/Author: Emily Cornell

Board approval gained on: July 2026

Next Review Date: July 2027

Revision History

Version	Date	Change Summary	Changed By
1.1	September 2025	Logo changed to most up to date	Ellen Ramsey
1.1	September 2025	Document Control added	Ellen Ramsey
1.1	September 2025	Policy Title Page Created	Ellen Ramsey
1.1	September 2025	Review completed; No significant changes required	Emily Cornell
1.0	April 2021	Initial Policy Release	Katrina Eksen

Careers Policy

Mission Statement - Working together to achieve the best outcome.

Rationale:

Lexden Springs School defines Careers education as meaningful and purposeful activities that our pupils can access and develop during both their time at school, and when they have moved on from school. Lexden Springs School is committed to providing its pupils with a varied programme of careers education and guidance activities to enable them to make informed decisions and choices at their key transition points from Year 10 upwards, and beyond Post 19. This meets with our statutory duty to secure independent and impartial careers guidance for all our pupils. Careers Education, Information Advice and Guidance (CEIAG) is key to preparing our young people for the opportunities, responsibilities, and experiences of life, and enabling them to make a successful transition into adulthood.

Aims:

To help pupils identify, develop, and broaden their employability skills throughout their school life; as well as promoting equality, diversity, and challenging stereotypes. Careers education within the school enables pupils to acquire those social and vocational skills that underpin them and to engage purposefully with the world around them. Our curriculum is based on aspirational aims and best outcomes for our pupils that are inclusive of their individual needs.

Careers Education:

All our career's education is person centred and delivered through the curriculum and career programme, these are informed by the Gatsby Benchmarks, CDI (Career Development Institute) Careers Framework and using ASDAN and Talentino. By introducing pupils to a variety of career pathways through sensory exploration, practical activities, and workplace settings they will be better placed to make individual choices. We personalise their careers education and the pupils self-evaluate their work experience placements to enable them to make informed choices. The programme helps pupils understand and be prepared for future career environments. The primary aspiration is that all our students will develop the skills and confidence to make the most of their life choices and enabling them to follow their chosen pathway.

Facilitating Delivery:

The school has a Careers Lead with a Level 6 Diploma in Career Guidance and Development. Parents and young people receive impartial and independent support during Careers interviews, EHC (Education, Health, and Care) planning meetings, and involvement from the Send Careers Advisors. All staff are expected to contribute to careers delivery through their roles as teachers and support staff. Careers education sessions can also be delivered by Careers staff and external visitors.

We have a variety of links with the community, colleges, and businesses in Colchester. We hold coffee mornings for our year 11 and Post 16 parents to pass on information about future options. The school website has a Careers and Transitions and School Leavers section to help parents and pupils to look at future options and transfer to adult services.

Our Provider Access Policy sets out our expectations around providers external to the school coming into Lexden Springs school and sharing options with pupils.

Working alongside other North Essex SEN schools we hold a yearly 'Send Forward' transition event that is well attended by parents and pupils.

Work Experience & Off-site Placements:

Lexden Springs School offers a variety of general and personalised work and transition experiences both on and off-site, these should both challenge and reflect the pupil's interests and choices.

Between the pupil, family, school, Social Care, and the Send Career advisors we can help to identify options for realistic careers, identify skills gaps, advise on where to get support in gaining employment, and locate relevant training courses, where available.

Information & Resources:

Careers information is available via the Careers Lead and the Send Career Advisors team or through the school's internal information sharing. All careers' resources, including sensory resources are generated or sourced, maintained and quality assured by the Careers Lead and or Talentino to ensure that they are current, suitable, and relevant and reflect today's workplace.

Monitoring:

Leadership and management are secured, monitored and evaluated through the Senior Leadership Group link and the Careers Lead. This is carried out via verbal feedback, monitoring pupil's response sheets and placement evaluation forms, evidence for learning app, learning walks, school newsletter and lesson observations. Pupils, parents, and carers also receive feedback at parents' evenings and EHC planning meetings to ensure monitoring is shared by all parties.

Impact Evidence:

A variety of evidence is produced throughout the year that reflects the suitability of placements, ensuring development and delivery of work-based skills is at the appropriate level for all our students. We also ask pupils, families and provisions, for feedback on which services and courses they are still accessing after they have left. This information is shared with the Senior Leadership link along with the Careers Lead and Class Teachers to assist with reviewing provisions.