



LANGTREE SCHOOL TRUSTEES’ CAREER PROGRAMME INFORMATION

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Head Teacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED	STATUTORY		✓
REVIEW FREQUENCY	Annual		
DATE OF POLICY	October 2024		
DATE OF LAST REVIEW	Oct 2024		
REVIEW DUE	Oct 2025		
COMMITTEE	Curriculum & Standards		
Signed: Chair of Trustees			
Careers Programme Information October 2024			

Vision Statement:

'Our aim is that all students completing their education at Langtree School will be prepared and empowered to face the challenges and opportunities of learning, working and living that lie ahead of them'.

At Langtree School, we are committed to preparing our students to manage their future education and career path through an effective programme of careers education and work-related learning.

As well as supporting students to do their best academically, we ensure that we provide access to comprehensive careers information and impartial careers advice to all our students. We also provide guidance regarding the best ways to access appropriate external sources. We believe it is essential that all of our students are provided with the knowledge, skills and experience they need to make informed choices and to navigate today's complex labour market.

Langtree School is committed to providing opportunities for students to develop key employability and social skills highly valued by employers, colleges, universities and apprenticeship providers. Through working in partnership with parents, employers, the local community and civil society institutions, our aim is for every student to fulfil their potential and to be inspired to achieve a successful future.

Our Career Programme focuses on the recommendations of the eight Gatsby benchmarks - see Appendix A (published in 2014 and based on best practice in this country and overseas). We ensure that our practice includes the statutory guidance outlined in the 'Careers Guidance and Access for Education and Training Providers DfE' (January 2018).

Aims

The Langtree Career Programme reflects the commitment from staff and the Board of Trustees to support all students throughout their time in school.

We believe that effective careers guidance and work-related learning are essential to:

- Make a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Support young people to achieve their full potential
- Empower young people to plan and manage their own futures
- Provide comprehensive information on all options
- Raise aspirations
- Promote equality, diversity and social mobility, and to challenge stereotypes
- Support students to sustain employability and to achieve personal and economic wellbeing throughout their lives.

The roles, responsibilities and resources for careers provision are set out in this document. An annual review of the programme takes place with consultation and feedback from students, staff, parents and employers. The policy is reviewed at least annually by senior school leaders and trustees. The development of the policy and plan forms part of the School Development Plan each year.

The school uses the Framework from the Careers Development Institute to support Career Education and Guidance; the careers programme is flexible to ensure that career-related learning needs and work-related learning opportunities can be adapted to meet the needs of all learners. Starting in Year 9, every student will have access to career workshops and 1:1 career interviews with an impartial careers adviser.

Responsibilities

The leadership and coordination for the careers programme is the responsibility of the Careers

Lead who has attended relevant training with the Career Development Institute. All staff in the school are involved in delivering the careers programme (for example, during tutorials as part of the PSHE rolling programme), as well as in supporting suspended-timetable events.

Subject teachers include career-related learning within their curriculum subject. The school is strongly supported by an Enterprise Coordinator and Enterprise Adviser from the Local Enterprise Partnership (LEP). We maintain a network of employers and parents to support career events, often involving the experiences of alumni.

We also utilise a tool called 'Changing Education' to carry out the administration of work placements, and also in assessing the status of employer health and safety and insurance status.

The Trustees

Our Board of Trustees provides clear ongoing advice and guidance to the Head Teacher to assist him in ensuring that our strategy for careers education and guidance meets the school's legal requirements and is developed in line with the Gatsby Benchmarks.

The school has appointed Hayley Scott as link trustee from September 2023 to take a strategic interest in careers education and guidance, and to encourage employer engagement. The Board of Trustees is responsible for ensuring that we comply with the school's policy on Provider Access (Appendix C).

Resources

Langtree School continues to work with the LEP to facilitate engagement with local businesses. Alongside the LEP, we rely on a team of volunteers, including school alumni and parents, to maximise our staffing resource.

All our students have access to classroom resources with information sheets, and presentations are also provided that are appropriate for their year group; in addition to this, students are expected to record their experiences and gain feedback on their career plans.

Careers Information

Links to up-to-date local market information are published in the weekly School Bulletin. Here you will also find career notices such as links to resources, apprenticeship vacancies, parent and student webinars, training opportunities and sector-based workshops.

Labour market information based on real-world data can additionally provide young people with a more accurate idea of what awaits them – but we appreciate that this is not always easy for young people to use. We are therefore keen to support students to understand what is happening in the labour market and to signpost resources available at local and national level to enable students and their parents to understand more.

Students' Needs

The school's Careers Programme is intended to raise the aspirations of all students whilst being tailored according to individual need. We encourage all our students to keep career-plan records that focus on bridging the gap between education and work. The school consciously works to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that young people from all backgrounds, genders and diversity groups, including those with special educational needs and disabilities, are able to consider the widest possible range of careers.

Curriculum

The school expects all teachers to support the career development of young people in their tutorial role and through their subject teaching. Bringing careers content into the curriculum helps make connections between classroom learning and young people's aspirations.

We are aware that employers are increasingly looking to recruit on the basis of behaviours and strengths, rather than just on technical and job-specific skills, and we believe it is crucial that young people are able to demonstrate these when entering the workplace.

We teach employability skills, such as communication skills, literacy and numeracy, resilience and learning skills, empathy and collaboration.

Alongside employability skills, we also aim to teach core skills, such as digital skills, financial understanding, team collaboration and project management, critical thinking and problem solving. Whilst we can teach many of these skills, they can also be learned and reinforced through our extensive extra-curricular activities, such as creativity days, the Langtree Challenge and Curriculum Enrichment Week.

Employer Encounters

The school aims to provide quality encounters with employers during their time at the school, and ensures that all events have the appropriate time for student preparation and evaluation. The events currently planned are outlined in Appendix B. The school works with the Oxfordshire LEP (OxLEP) through our Careers Enterprise Coordinator when developing plans to ensure we are delivering encounters against Oxfordshire's Strategic Economic plan and the Gatsby Benchmarks.

Workplace Experience

All Year 10 students are expected to attend and are supported in identifying an appropriate work-experience placement.

Educational Encounters

The school gives each student the opportunity to learn about and experience a full range of post-16 and post-18 options. The school encourages external organisations, businesses and training providers to engage with our students.

Our policy statement setting out how external providers are able to provide information about technical education and apprenticeships to every student in Years 8 to 11 can be found in Appendix C.

The outline of the annual Careers Programme for Years 7 - 11 can be found in Appendix B.

Personal Guidance

The school provides impartial Careers Education, Information, Advice and Guidance (CEIAG) for all KS4 students in the form of one-to-one interviews.

Students can also access additional support from the School's Careers Adviser (resources permitting).

The eight Gatsby benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour-market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Appendix B - Outline of our Careers Programme at Langtree School

All year groups have dedicated time during tutor periods for career-related learning activities, which may include working through their Career Workbooks (Step Up To Success), or listening to career webinars.

We also invite a range of post-16 institutions and training providers, such as Henley College and Ask Apprenticeships, to deliver assemblies.

In addition to the above, subject areas link with employers to ensure that a focus on careers is integrated within the curriculum - and this is particularly evident during National Careers Week.

Suspended timetable events

Year 7
Futures Day: Raising Aspirations and Life after School supported by employers and training providers
Year 8
Human Careers Library: interviewing a range of employers and employees.
Year 9
Career Detectives: Interviewing a range of employers and employees Informing Choices workshop led by independent careers adviser, future study options and labour-market information Individual staff mentoring to guide option choices Options Evening
Year 10
Post-16 workshop led by independent careers adviser 5-day work experience placement Interview skills and mock interviews 1:1 guidance interviews with independent careers adviser (which continues into Year 11) Careers Fair – an opportunity to talk to different education/training/employment providers
Year 11
Career Sector Workshops, writing a CV (starts in Year 10) and Cover Letter Visit to Henley College Opportunity for second interview with independent careers adviser Careers Fair

[Link to useful websites](#)

Appendix C - Langtree School's Policy on Provider Access

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997.

Pupil entitlement

All students in years 8 – 11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact the school's Careers Lead or the Head Teacher (head@langtreeschool.com).

Opportunities for access:

A number of events, integrated into our school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents/careers, **for example:**

- Assemblies
- Human Careers Library, Career Detectives, Mock Interviews, Career-Related Workshops
- Post 16 Options Evening

Please speak to the Careers Lead to identify the most suitable opportunity for you.

Premises and Facilities

The school will make appropriate arrangements for discussions between the provider and the students. The school will also make available AV or other specialist equipment to support provider presentations. These arrangements need to be discussed and agreed in advance of the visit with the Careers Lead or a member of her team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school reception.

Name: Hayley Scott (Link Trustee)

Name: (Career Lead)

Review Date: October 2025