

Local Procedure Title	Careers Education and Guidance
Service	Bridge House School
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Local Procedure Author(s)	James Wright (Assistant Head Teacher)
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1. Purpose

Bridge House Independent School is committed to providing a high-quality, impartial and aspirational Careers Education, Information, Advice and Guidance (CEIAG) programme that prepares pupils for successful futures and positive adult lives. Through a progressive careers curriculum, embedded from Key Stage 1 through to Key Stage 4, pupils are supported to develop the knowledge, skills, attitudes and experiences needed to make informed decisions about their future education, training and employment pathways.

Careers education forms an integral part of the wider curriculum and personal development offer, enabling pupils to understand the relevance of their learning, recognise their individual strengths and interests, and develop an awareness of the diverse opportunities available to them. Through curriculum-linked career learning, employer encounters, educational visits, enrichment opportunities, work-related learning and independent careers guidance, pupils gain meaningful insights into the world of work and the skills required for future success.

The programme places equal importance on the development of life skills, employability skills and preparation for adulthood. Pupils are supported to build resilience, communication, teamwork, problem-solving, independence, self-awareness and decision-making skills, helping them become confident, responsible and ambitious individuals. As pupils progress through the school, careers learning develops in breadth and depth, ensuring they are increasingly well prepared for key transition points and future aspirations.

To support this journey, Bridge House uses Xello, an online careers education and planning platform, which enables pupils to explore careers, pathways and labour market information, identify their strengths and interests, set goals and create personalised plans for their future. Xello provides a consistent framework for careers learning across all key stages and supports pupils in making informed and realistic decisions about their next steps.

Recognising the needs of our SEMH learners, careers provision is personalised and designed to raise aspirations, broaden horizons, challenge stereotypes and remove barriers to achievement. Alongside traditional academic routes, pupils are supported to explore vocational, technical and apprenticeship pathways through a curriculum that has been developed with consideration of local and regional labour market needs. This ensures pupils gain an understanding of growth sectors, employment opportunities and the skills and qualifications required for future success. By providing a stable and coherent programme of careers education from an early age, Bridge House aims to ensure that every pupil leaves with the confidence, knowledge and practical skills required to participate positively in society and progress successfully into further education, employment, training and independent living. Through a combination of academic learning, vocational experiences, career exploration through Xello and real-world employer engagement, pupils are empowered to become informed, ambitious and adaptable young people who are prepared for the opportunities and challenges of adult life.

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2. Role and responsibilities

Assistant Head Teacher / Careers Lead

The Assistant Head Teacher (Careers Lead) is responsible for the operational leadership, coordination and quality assurance of careers education across the school. Working within the strategic direction set by the Senior Leadership Team, the Careers Lead oversees the implementation and day-to-day delivery of the school's careers programme, ensuring it reflects the Gatsby Benchmarks, statutory guidance and the needs of Bridge House pupils.

The Careers Lead coordinates careers learning across the curriculum and personal development programme, monitors pupil engagement with the Xello careers platform, and facilitates a range of careers-related activities including employer encounters, educational visits, careers events, work-related learning opportunities and provider access arrangements. They organise independent careers guidance interviews and maintain positive relationships with colleges, training providers, employers, apprenticeship organisations and other external partners to broaden opportunities for pupils.

The Careers Lead is responsible for monitoring participation, progression and destinations, including identifying and supporting pupils who may be at risk of becoming NEET (Not in Education, Employment or Training). They work closely with the SENCo, pastoral teams and classroom staff to ensure careers education is accessible, personalised and responsive to the needs of all pupils, particularly those with SEND and SEMH needs.

The Careers Lead evaluates the effectiveness and impact of careers provision through pupil voice, destination data, stakeholder feedback and Compass+ (or equivalent) self-assessment tools. They are responsible for maintaining and publishing careers-related information, including the school's careers programme and Provider Access Policy, and for reporting on careers provision to senior leaders.

Whilst the Careers Lead provides leadership and oversight of careers education across the school, strategic decisions relating to careers provision, policy development, resource allocation and whole-school priorities remain the responsibility of the Senior Leadership Team and Headteacher. The Careers Lead contributes specialist expertise and recommendations to support strategic planning and continuous improvement but does not hold sole responsibility for strategic decision-making.

Teaching Staff

Teaching staff play a vital role in delivering the school's careers programme through the curriculum and wider personal development offer. They support pupils from Key Stage 1 through to Key Stage 4 to develop an understanding of themselves, their strengths, interests and aspirations, while helping them recognise the relevance of their learning to future opportunities.

Through high-quality teaching, staff make explicit links between curriculum content and the world of work, highlighting how knowledge, skills and personal qualities developed in lessons can be applied in a range of educational, vocational and employment contexts. Staff promote awareness of diverse careers, challenge stereotypes, broaden horizons and encourage ambitious aspirations for all pupils.

Teaching staff contribute to the development of key life and employability skills, including communication, teamwork, resilience, problem-solving, creativity, independence and decision-making. They support pupils to engage with careers-related learning opportunities, including

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employer encounters, educational visits, enrichment activities, work-related learning and encounters with further education, training and apprenticeship providers.

Staff also encourage and support pupil engagement with the Xello careers platform, using it as a tool to help pupils explore careers, understand pathways, identify personal strengths and interests, and develop individual aspirations and future plans. In partnership with the Careers Lead, teaching staff help ensure that careers education is relevant, inclusive and accessible, supporting all pupils to make informed choices and prepare successfully for adulthood, further education, training and employment.

Careers Advisers

Bridge House Independent School works in partnership with appropriately qualified and independent Careers Advisers to provide impartial careers guidance that enables pupils to make informed decisions about their future education, training and employment pathways.

Independent careers guidance forms a key element of the school's commitment to preparing pupils for adulthood and ensuring they have access to accurate, unbiased and up-to-date information about the opportunities available to them.

Careers Advisers support pupils in exploring a broad range of academic, vocational, technical and apprenticeship pathways, helping them to identify progression routes that align with their individual strengths, interests, abilities and aspirations. Through personalised guidance, pupils are encouraged to develop realistic yet ambitious goals and gain a clear understanding of the qualifications, skills and experiences required to achieve them.

All pupils in Key Stage 4 are offered at least one individual careers guidance interview, with additional guidance sessions arranged where appropriate to meet individual need. Guidance is tailored to each pupil's circumstances and supports informed decision-making at key transition points, particularly when planning for post-16 and future post-18 destinations.

Careers Advisers work collaboratively with the Careers Lead, families and external providers to support effective transition planning and positive destinations. This may include providing advice on college, sixth form, apprenticeship and training applications, supporting the development of CVs and personal statements, preparing pupils for interviews, and helping them understand labour market opportunities and progression routes.

The independent careers guidance programme contributes significantly to destination planning and preparation for adulthood, ensuring pupils receive balanced and comprehensive information about the full range of opportunities available. Through this personalised support, pupils are empowered to make confident, informed choices and successfully progress into further education, training, employment and adult life.

Pupils

Pupils are at the centre of the school's careers programme and are encouraged to actively engage with the wide range of careers, employability and preparation-for-adulthood opportunities available to them throughout their time at Bridge House. From Key Stage 1 onwards, pupils are supported to develop self-awareness, confidence, aspirations and an understanding of the links between learning, life skills and future opportunities.

As pupils progress through the school, they are expected to participate positively in careers-related learning, including curriculum-based careers activities, personal development programmes, employer encounters, educational visits, careers events, work-related learning

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opportunities and careers guidance sessions. Pupils are encouraged to reflect on their strengths, interests and talents, explore a broad range of career pathways, and develop an understanding of the qualifications, skills and experiences required for future success.

Pupils are also expected to engage with the Xello careers platform, using it to explore career options, investigate education and training pathways, record achievements, identify personal goals and support future planning. They are encouraged to take increasing ownership of their career development as they move through the key stages, building the confidence, independence and decision-making skills needed to make informed choices about their future.

Through active participation in the careers programme, pupils will develop the knowledge, skills and aspirations required to successfully navigate key transition points and progress into further education, training, employment and independent adult life.

3. Careers Programme

Bridge House Independent School delivers a broad, progressive and inclusive careers programme that is embedded throughout the curriculum and personal development offer from Key Stage 1 to Key Stage 4. The programme is designed to raise aspirations, broaden horizons and equip pupils with the knowledge, skills and experiences needed to make informed decisions about their future.

Careers education is delivered through a combination of curriculum learning, personal development activities, employer engagement and personalised guidance. As pupils progress through the school, they develop an increasing understanding of themselves, their strengths and interests, the world of work, and the range of education, training and employment opportunities available to them.

The careers programme includes:

- Careers education integrated within curriculum subjects, linking learning to real-world contexts and future opportunities.
- Personal, Social, Health and Economic (PSHE) education, including careers, employability and preparation for adulthood.
- Development of essential life and employability skills such as communication, teamwork, resilience, problem-solving, independence and decision-making.
- Structured use of the Xello careers platform to support career exploration, goal setting, pathway planning and career decision-making.
- Employer encounters, workplace experiences, guest speakers and engagement with local businesses and community partners.
- Educational visits, enrichment activities and enterprise opportunities that broaden pupils' understanding of the wider world.
- Encounters with further education providers, apprenticeship organisations, training providers and employers.
- Independent and impartial careers guidance to support informed decision-making and transition planning.
- Preparation for key transition points, including progression to further education, apprenticeships, employment and independent adult living.

Careers provision reflects the needs of our SEMH learners and is tailored to individual strengths, interests, aspirations and future goals. Consideration is given to local and regional labour market information, ensuring pupils develop an understanding of current and emerging employment opportunities, as well as the qualifications, skills and attributes required for future success.

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Through this progressive approach, pupils are supported to become confident, ambitious and well-prepared for life beyond Bridge House.

4. Use of Xello Careers Platform

Bridge House Independent School uses Xello as its whole-school careers education and planning platform to support the delivery of a personalised, progressive and aspirational careers programme from Key Stage 1 through to Key Stage 4. The platform plays a central role in helping pupils develop self-awareness, explore future opportunities and make informed decisions about their education, training and career aspirations.

Through Xello, pupils engage in age-appropriate careers learning activities that enable them to identify their strengths, interests, skills and personal qualities. As they progress through the school, pupils explore a wide range of career pathways, labour market information, vocational and academic routes, and opportunities within local, regional and national employment sectors. The platform supports pupils in understanding how their learning, achievements and personal development can contribute to future success.

Pupils use Xello to create and maintain personal career profiles, set goals, develop career action plans and record key experiences that contribute to their preparation for adulthood. This includes employer encounters, educational visits, work-related learning, qualifications, skills development, achievements and personal milestones. The platform also provides valuable information on colleges, universities, apprenticeships, training providers and employment opportunities, enabling pupils to research and compare progression pathways.

Xello supports the development of essential employability and life skills by encouraging pupils to reflect on their experiences, recognise their achievements and take increasing ownership of their future planning. The platform provides a consistent framework for careers education across all key stages and contributes to effective transition planning at key points in a pupil's educational journey.

Staff use Xello to monitor pupil participation, track progress, identify emerging aspirations and provide targeted support where required. The platform also enables the school to evidence careers learning, monitor engagement and support the continuous development of high-quality careers provision. Where appropriate, parents and carers are encouraged to engage with careers information and resources to support informed discussions about future pathways and contribute positively to their child's career development and transition planning.

5. Labour Market Information (LMI)

Bridge House Independent School recognises the importance of Labour Market Information (LMI) in helping pupils and their families make informed decisions about future education, training and employment pathways. Access to accurate, up-to-date labour market information supports pupils in developing realistic aspirations, understanding employment opportunities and recognising the skills, qualifications and attributes required for future success.

Labour market information is introduced in an age-appropriate manner across all key stages and becomes increasingly detailed as pupils progress through the school. Careers learning incorporates opportunities for pupils to explore how the world of work is changing, identify emerging employment opportunities and understand the relationship between education, skills development and future career prospects.

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Pupils and parents/carers are provided with access to a range of labour market information, including:

- Local, regional and national employment trends.
- Skills shortages and areas of workforce demand.
- Growth sectors and emerging industries.
- Salary expectations and progression opportunities.
- Apprenticeship, vocational, technical and academic pathways.
- Post-16 and post-18 education and training opportunities.
- Employment opportunities within the local and regional labour market.
- Future workforce trends and the impact of technological change.

Labour market information is integrated throughout the careers programme and is delivered through curriculum learning, PSHE, assemblies, employer encounters, educational visits, independent careers guidance and activities on the Xello careers platform. Information is used to help pupils understand how their interests, strengths and achievements can align with future opportunities and to support informed decision-making at key transition points.

The school also uses labour market information to inform careers provision, ensuring that careers education, vocational opportunities and employer engagement activities reflect both pupil aspirations and the skills needs of the local and regional economy. This helps ensure pupils are well prepared for successful progression into further education, training, employment and adult life.

6. Careers Adviser and External Provider Access

Bridge House Independent School works collaboratively with qualified careers advisers, employers, further education providers, apprenticeship organisations, training providers and other external partners to enhance the careers programme and provide pupils with impartial, up-to-date and relevant information about future opportunities.

External contributors play an important role in broadening pupils' horizons, raising aspirations and increasing awareness of the wide range of academic, vocational, technical and employment pathways available. Their involvement helps pupils develop a realistic understanding of the world of work, local labour market opportunities and the skills and qualifications required for future success.

Opportunities may include:

- Independent and impartial careers guidance interviews.
- Small group guidance and careers-focused workshops.
- Apprenticeship, vocational and technical education information sessions.
- College, sixth form, university and training provider presentations.
- Employer encounters and workplace insight activities.
- Careers fairs and networking events.
- Work-related learning experiences and enterprise activities.
- Mock interviews, employability workshops and skills development sessions.
- Curriculum-linked talks and workshops that demonstrate real-world applications of learning.

The school is committed to ensuring that pupils have meaningful encounters with a diverse range of education, training and employment providers throughout their time at Bridge House. External contributors are selected to ensure pupils receive balanced information about the full range of progression opportunities and are supported to make informed decisions at key transition points.

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All visitors and external providers are required to comply with the school's safeguarding, visitor management and health and safety procedures. Appropriate supervision arrangements are implemented at all times to ensure the safety and wellbeing of pupils.

7. Gatsby Benchmarks and Quality Assurance

Bridge House Independent School uses the Gatsby Benchmarks as the framework for planning, delivering, monitoring and evaluating its careers programme. The Benchmarks underpin the school's approach to careers education and help ensure that all pupils receive high-quality, progressive and meaningful careers learning throughout their time at the school.

The careers programme is designed to ensure that pupils benefit from:

- A stable and progressive careers programme which supports preparation for adulthood from Key Stage 1 to Key Stage 4.
- Access to accurate and up-to-date careers and labour market information.
- Careers provision that responds to the individual needs, strengths, interests and aspirations of each pupil.
- Clear links between curriculum learning, employability skills and future career opportunities.
- Meaningful encounters with employers, employees and representatives from a range of industries and professions.
- Opportunities to experience workplaces and develop an understanding of the world of work.
- Encounters with further education, higher education, apprenticeship and training providers.
- Access to independent and impartial careers guidance to support informed decision-making at key transition points.

The school is committed to the continuous improvement of careers provision. The Careers Lead, supported by the Senior Leadership Team, regularly evaluates the effectiveness and impact of the careers programme through pupil voice, destination data, stakeholder feedback, monitoring of Xello engagement, employer and provider feedback, and Compass+ self-assessment. Findings are used to identify strengths, inform development priorities and ensure careers provision remains responsive to the needs of pupils and the local labour market.

Annual reviews of the careers programme inform the school's ongoing careers action plan and contribute to ensuring that all pupils are equipped with the knowledge, skills, experiences and aspirations needed to progress successfully into further education, training, employment and adult life.

8. Care Days, Employer Encounters and Guest Speakers

Bridge House Independent School provides a wide range of careers-focused activities and experiences throughout the academic year to support pupils' preparation for adulthood and develop their understanding of future education, training and employment opportunities. These experiences are carefully planned to broaden horizons, raise aspirations, develop employability skills and help pupils make informed decisions about their future pathways.

The careers programme reflects the school's CARE values of Community, Aspiration, Resilience and Empathy, ensuring that pupils develop not only an awareness of career opportunities but also the personal qualities, attitudes and behaviours needed to thrive in adult life and the workplace.

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Careers-related activities are delivered across all key stages and may include:

- CARE Days with a careers and preparation-for-adulthood focus.
- Employer encounters and industry insight sessions.
- Guest speaker presentations and career talks.
- Enterprise and entrepreneurship projects.
- Mock interviews and employability workshops.
- Skills-based workshops linked to workplace expectations.
- Educational visits and workplace experiences.
- Careers fairs and networking opportunities.
- Curriculum-linked careers activities and enrichment opportunities.

Pupils are encouraged to engage actively with visiting professionals and providers, ask questions, reflect on their strengths and interests, and explore a broad range of career sectors and progression pathways. Through these experiences, pupils gain a deeper understanding of the knowledge, skills and personal attributes valued by employers and education providers.

The school also provides opportunities for pupils to engage with further and higher education institutions, apprenticeship providers, independent training organisations, local colleges, sixth forms, universities, employers and representatives from the military and public services. These encounters may take the form of presentations, workshops, taster sessions, open events, careers fairs and educational visits.

Through meaningful engagement with employers, education providers and the wider community, pupils develop confidence, resilience, independence and ambition while gaining first-hand insight into academic, vocational and technical pathways. These experiences support pupils in making well-informed progression decisions and help ensure they are well prepared for successful transitions into further education, training, employment and adult life.

9. Educational Visits and Exposure to Further Education, Training and the World of Work

Bridge House Independent School recognises the importance of providing pupils with meaningful experiences beyond the classroom to enhance careers education, preparation for adulthood and understanding of future opportunities. Educational visits form an integral part of the school's careers programme, enabling pupils from Key Stage 1 through to Key Stage 4 to explore different learning and working environments and gain first-hand insights into the wider world.

Visits are planned to complement curriculum learning, support personal development and broaden pupils' awareness of the range of education, training and employment pathways available to them. Opportunities are designed to be age-appropriate and progressive, helping pupils to develop increasing confidence, independence and awareness of future aspirations as they move through the school.

Educational visits may include:

- Local community organisations and workplaces.
- Colleges, sixth forms and further education providers.
- Universities and higher education institutions.
- Apprenticeship providers and training centres.
- Businesses and workplaces across a range of employment sectors.
- Careers fairs, skills shows and employability events.
- Enterprise and entrepreneurship programmes.
- Industry-specific events linked to curriculum learning and labour market opportunities.

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Through these experiences, pupils develop a greater understanding of the pathways available to them, the qualifications and skills required for different careers, and the opportunities that exist within their local, regional and national communities. Educational visits support informed decision-making, raise aspirations and help pupils prepare for successful transitions into further education, training, employment and adult life.

All educational visits are planned and delivered in accordance with the school's Educational Visits Policy and risk assessment procedures. Appropriate staffing ratios, safeguarding arrangements, parental consent processes, accessibility considerations and emergency procedures are implemented to ensure the safety and wellbeing of all pupils.

10. Monitoring, Evaluation and Record Keeping

The Careers Lead is responsible for maintaining accurate and comprehensive records relating to the school's careers programme to support quality assurance, statutory compliance and continuous improvement. Records may include careers lessons and curriculum activities, employer encounters, independent careers guidance interviews, educational visits, encounters with further and higher education providers, work-related learning experiences, careers fairs and events, destination outcomes, provider access activities, and pupil engagement with the Xello careers platform.

The Careers Lead is responsible for the operational monitoring of careers provision and regularly reviews participation, engagement and outcomes across all key stages, ensuring pupils experience a progressive programme of careers education, employability learning and preparation for adulthood from Key Stage 1 through to Key Stage 4. Particular attention is given to the participation, progression and destinations of vulnerable pupils, pupils with SEND and those at risk of becoming NEET (Not in Education, Employment or Training).

The effectiveness and impact of the careers programme are evaluated through a range of measures, including:

- Pupil participation and attendance in careers-related activities.
- Engagement and progress within the Xello careers platform.
- Pupil voice and feedback.
- Parent and carer feedback.
- Staff feedback.
- Employer, provider and external partner feedback.
- Destination data and destination tracking.
- Participation in employer encounters, educational visits and guidance interventions.
- Analysis of progression pathways and transition outcomes.

Information gathered through monitoring activities is used to identify strengths, celebrate successes, address gaps in provision and inform future planning. Findings support targeted interventions where required and help ensure that careers provision remains personalised, meaningful and responsive to the needs, interests and aspirations of all pupils at every stage of their educational journey.

The careers programme is formally reviewed on an annual basis against the Gatsby Benchmarks of Good Career Guidance, statutory careers guidance and the school's improvement priorities. The Careers Lead completes an annual Compass+ evaluation and undertakes an operational review of careers provision to assess quality, impact and areas for development.

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Strategic oversight of careers education and preparation for adulthood remains the responsibility of the Headteacher and Senior Leadership Team. The Careers Lead reports on careers provision, pupil outcomes, destination data, engagement levels and identified development needs, enabling senior leaders to evaluate the effectiveness of provision and make informed strategic decisions regarding policy, resourcing, school improvement priorities and the future direction of careers education at Bridge House Independent School.

Outcomes from annual reviews, Compass+ assessments, stakeholder feedback and leadership evaluations are used to identify strengths, establish priorities for improvement and inform the school's careers action plan. This process ensures that careers education remains relevant, effective and responsive to the needs of pupils, the local labour market and statutory requirements, while providing a coherent and progressive pathway of career learning from Key Stage 1 through to Key Stage 4.

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Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions