



MUNTHAM HOUSE SCHOOL

CAREERS POLICY

Careers Policy

Intent, Implementation and Impact

Intent

- Understand that there are different career pathways
- Be able to identify a realistic career goal.
- Be able to identify skills and qualities appropriate to a chosen career.
- Be able to use a careers interview to help decide next steps.
- Be able to identify factors that help people get jobs, including further education.
- Develop an understanding of potential barriers to accessing and maintaining employment and identify sources of support to help overcome them.
- Understand and attend work experience & possible extended work experience.
- Understand what work ethic and resilience are.
- Have a basic understanding of workplace health and safety requirements.
- Prepare for, carry out and review workplace learning.
- Be able to make work-related decisions about their future.
- Have a successful transition to further education, training or employment.

Implementation

- Working towards the Gatsby Benchmarks
- Providing a stable lesson structure
- Working with an external Level 5+ Careers Advisor
- Students going on Work experience
- CV Building & updating lessons
- Meaningful experiences meeting external people in different jobs / Careers in and out of school
- Students going to college in year 10, year 11 and Post 16
- Students visiting colleges/universities
- Communication with Parents and carers
- Health & Safety lessons
- Open door policy in and after school, based in the Careers hub.
- Regular Careers 'check-ins'
- Attending Careers Fairs / Events
- Visiting universities if the student is interested in going to a University
- Tracking and supporting students for 3 years or longer
- Giving advice to ex-students / and ex-students mentoring current students

Impact

- Students getting part-time jobs
- Students getting full-time jobs
- Students going to further education or apprenticeships.
- Greater understanding of jobs available and LMI
- More confident in interviews
- CV and Personal statement ready
- Students have references from work experience and mentoring in school
- Students to be happy and know their immediate Careers path.
- Students use support offered by MHS after they have left the school
- Wherever students work or study, they have a good basic knowledge of health & Safety

- Students understand equality and their rights and responsibilities in the workplace/area of study

Overview

In line with the Education Act 2011, Muntham House School provides students with a full and accredited careers information, advice and guidance program from year 8. This enables students to have access to independent and impartial careers guidance. Preparation for Adulthood outcomes are at the core of the programme, promoting the students' development in all four areas – Employment, Independent Living, Community Inclusion and Health and Well-being. Students are supported to make well-informed and realistic decisions as they make the transition to adulthood.

The Careers program usually takes place in our purpose-built Careers Hub - lessons, interviews, Careers surgeries and much more, Monday to Friday. Students are also welcome to come to the Careers Hub in breaks and after school to look at brochures, search for part-time/full-time jobs, ask for work experience placements or simply have a chat.

Our external Careers advisor, Mark Anderson (Level 7), also runs his interviews and Careers surgeries from our Careers Hub.

Year 7 students now start to get Careers tasters such as school trips to KidZania in London, where they can start to be aware of different jobs and careers in a fun way.

All students from year 8 onwards participate in Careers lessons in which they learn about the world of work, explore their skills and qualities, and receive careers advice and guidance from qualified professionals to help them make their post-16 choices. All lessons will incorporate the Gatsby Benchmarks.

Careers and employability lessons are part of the school's teaching curriculum from year 8. In addition, students participate in local and national careers events, curriculum days, work experience, employer and training provider visits, meaningful experiences, and further and higher education visits/events. All staff are expected to contribute to the career education and guidance programme through their roles as tutors and subject teachers. Transition is very important at MHS, and this is given to every student in a bespoke program to meet the needs of the individual and give them every chance of success in their chosen destinations, and the start of their Career paths.

Through the learning and skills gained in Careers lessons, work-life ready lessons and driving theory lessons, students are fully prepared for their transition from Muntham House to their local area and know how and where to seek advice and support. Muntham staff also maintain contact with our students for three years after they have left our facility, and offer ongoing advice as needed until they are settled in further education, employment or training.

Aims

Muntham House School is committed to providing a planned programme of careers education, information and guidance for all students in years 7 – 14.

Muntham House School will also track and support students for three years after they have left the school.

Our main aim is to make sure our young people can thrive and survive after leaving us, and will have somewhere to live, with either further education, an apprenticeship or a full-time job. We want our students to be safe, happy and caring citizens.

Objectives

The careers programme is designed to meet the needs of students at Muntham House School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to a careers education and guidance that is impartial and confidential. It is to be integrated into their experience of the whole curriculum and is based on a partnership with students and their parents or carers. The programme promotes equality of opportunity, inclusion and anti-racism.

The Careers program aims to ensure that all students have a place of work, further education or an apprenticeship in place to go to.

It also aims to make sure students have a place to live and know their new local area. Students will be tracked for a minimum of three years and given support/help if needed.

Teaching Guidelines

To provide a program where every student is challenged to learn. Whilst slower learners will get more support, and more able students will get supplementary/bespoke work.

Students will always work in a safe and secure environment.

Curriculum Planning

Curriculum planning will be based around the Gatsby benchmarks, and benchmarks 1 to 8 will be observed and worked to.

All tutor groups will be involved and have an input.

There will be information shared with the whole school on inset and staff meetings.

Curriculum of careers will also be influenced by LMI in order to keep up to date for the students.

Monitoring and Assessment

Assessment is assessed on the success the students are having, measured in attendance in lessons, lesson points, and Careers interviews with Mark Anderson, work experience feedback and success in part-time/full-time work, further education or apprenticeship placements.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises), the effectiveness of this policy will be reviewed by the Head of Careers, the Head of Education and the nominated governor. (Ian Davies) and the Careers team. Necessary recommendations for improvement will be made to the Governors.

Last Reviewed: September 2025

Next review due: September 2026