



# King's Lynn Academy

**Policy:**

**Careers Policy**

Author:

Mrs Katie Leeming-Watts

Date of Approval:

November 2025

Approved by:

Academy Council

Review date:

November 2026

## Careers Policy

### **Vision and purpose**

At King's Lynn Academy, all students will be supported to become independent managers of their own careers both whilst at KLA and in the years after they leave the school. We will offer opportunities that aim engage, inspire and inform students in terms of further education, higher education, and employment.

As a school we are committed to impartiality, ensuring that students are aware of all the opportunities available to them.

### **National and local expectations**

Our Careers programme will meet the statutory guidance set out by the DfE's Careers Strategy. We are currently working towards achieving and maintaining the Gatsby benchmarks.

### **Strategy**

- Link governor – Charles Cross
- ALT link – Mr P. Bugg
- Careers Lead – Mrs K. Leeming-Watts

All staff will contribute towards the careers programme. Future pathways for their subject will be displayed in their classroom or within a faculty area. All staff have a responsibility to accurately track and monitor each student's progress within their subject, including identifying those who are gifted and talented. This information will be used to help guide students during the options process and when applying for post 16 provisions.

Faculty leaders will provide out of school experiences and trips within their subject areas to engage and inspire.

### **How IAG will be delivered:**

- During assemblies and whole year group presentations
- As part of the Personal Development Curriculum (PD)
- Through other subjects (embedded – Benchmark 4))
- 1:1/small group sessions with appropriate staff
- 1:1 sessions with a L6 advisor (when available)
- Small group sessions with a L6 advisor (if required)
- At least 1 interaction per year with an employer, apprentice or University student
- Work related experiences, work experience, trips and careers fairs (when available)
- Engagement with local providers and employers

### **How IAG will be measured and assessed:**

- Verbal and written feedback from students, parents/carers and employers
- Compass tool survey

- Student impact statements
- Short assessment tasks within the IAG curriculum
- Feedback from providers
- Destinations data, including number of students achieving a place at their first choice destination, students NEET

Any data gathering will be in line with the new GDPR. Any data gathered will be used to support our students to make better futures choices. This includes the use of appropriate outside careers agencies and initiatives.

### **Current priorities**

Our careers strategy is informed by these current priorities:

- Supporting the individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of specific including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid work and voluntary work and working in greener ways
- Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- Working with parents/carers, alumni and education, community and business partners to meet student's career development needs

Signed

Principal

Chair of Governors

Date:

Review date:

## **King's Lynn Academy: Provider Access Policy**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a 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 and 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**

#### **Procedure**

A provider wishing to request access should contact [Katie Leeming-Watts, Careers Lead](#)

Telephone: 01553 779634 (direct) or 01553 774671 (main reception)

Email: [Katie.Leeming-Watts@kla.eastern-mat.co.uk](mailto:Katie.Leeming-Watts@kla.eastern-mat.co.uk)

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year	Autumn	Spring	Summer
7	<p>Self-assessment and SMART targets</p> <p>Presentation skills, including a chance to present your ideas to your class</p> <p>Discrimination and the law as part of British Values unit</p>	<p>STEM Assembly</p> <p>UEA Assembly</p> <p>Labour Market Information project – Job reviews, leading on to budgeting your salary (on rotation)</p>	<p>Dragon’s Den enterprise project</p> <p>LMI: “Higher or lower” each PDA lesson -runs all year</p>
8	<p>Self-assessment and SMART targets</p> <p>Rights and responsibilities, including as a future employee</p> <p>Leaving a positive online footprint – how inappropriate content could affect your future</p>	<p>STEM Assembly</p> <p>CWA Assembly</p> <p>Step Into the NHS competition (LMI)</p>	<p>App Design enterprise project (on rotation)</p> <p>UEA Assembly</p> <p>LMI: “Higher or lower” each PDA lesson -runs all year</p>
9	<p>Self-assessment and SMART targets</p> <p>Online safety – consequences and dangers.</p> <p>Careers that challenge ethics (LMI)</p> <p>LMI unit: Norfolk work and skills</p>	<p>STEM Assembly</p> <p>UEA Assembly</p> <p>Options evening</p> <p>Options support lessons</p> <p>Lessons on post 16 routes:</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> form</li> <li>• College</li> <li>• Apprenticeships</li> <li>• T-Levels</li> </ul> <p>What happens next? Information on university, employment and higher-level apprenticeships</p>	<p>Options process reflection</p> <p>Reflection on KS3, and introduction to GCSEs</p> <p>LMI: “Higher or lower” each PDA lesson -runs all year</p>
10	<p>Self-assessment and SMART targets</p> <p>Careers in the Criminal Justice system</p> <p>Police Careers Workshop</p> <p>Launch WEX</p> <p>LMI: “Higher or lower” each PDA lesson -runs all year</p>	<p>STEM Assembly</p> <p>UEA Assembly</p> <p>Trip to Cambridge University</p> <p>Active citizenship</p> <p>Prejudice and discrimination</p>	<p>Launch of the post-16 transition phase</p> <p>Post-16 pathways and providers</p> <p>Post-16 taster days</p>

		WEX preparation 2 week work experience block	
11	Self-assessment and SMART targets Post-16 providers assemblies Post-16 applications and support CV writing workshop Interview Support Police Careers Assembly	STEM Assembly UEA Assembly Application support from CWA Apprenticeship presentations and lessons	Final IAG assembly 1:1 support meetings for students unsure of destinations What to expect at college or 6 <sup>th</sup> form CV writing workshop

Please contact our Careers Leader ([katie.leeming-watts@kla.eastern-mat.co.uk](mailto:katie.leeming-watts@kla.eastern-mat.co.uk)) to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the central hub, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the reception, which will then be either placed on display on the Careers noticeboard or put in the Careers section of the library. The Library is available to all students before and after school, and at lunch and break times.

### **Approval and review**

Approved November 2026 by Governors at Curriculum and Standards Committee

Next review: November 2026

Signed: [name] Chair of Governors [name] Head teacher