



Careers education, information, advice and guidance (CEIAG) policy

Independent School Standards	Paragraph 2(2)(e)
Last updated by senior leaders	September 2025
Last reviewed by advisory board	September 2025
Next review due	September 2026

Introduction

St. John's Senior School is committed to providing regular impartial, up-to-date careers education, information, advice and guidance in line with the relevant independent school standard:

- 2(2)(e) pupils receiving secondary education must have access to accurate, up-to-date careers guidance that
- 2(2)(e)(i) is presented in an impartial manner;
- 2(2)(e)(ii) enables them to make informed choices about a broad range of career options; and
- 2(2)(e)(iii) helps to encourage them to fulfil their potential.

This is achieved through a combination of PSHE education, workshops, trips, careers fairs, and via an externally commissioned careers service (*My Future Choice*).

As an independent school with a strong academic focus, the stakes are considerable, especially in terms of pupils' academic and professional achievement. The majority of leavers enrol in Russell Group universities, with many earning places at Imperial, UCL, LSE and Oxbridge.

St. John's places a high importance on education that prepares pupils for the challenges they will face in the future. It recognises that in a world of continuously changing career opportunities, pupils require access to a broad range of information, experience, and knowledge about the workplace. It also recognises the need to assist pupils in recognising their own strengths and aptitudes in order for them to establish and realise high aspirations.

The School's CEIAG programme:

- is presented in an impartial manner: this is defined as showing no bias or favouritism towards a particular education or work option.
- enables pupils to make informed choices about a broad range of options, including timely advice to help pupils choose GCSE and post-16 courses.
- helps to encourage pupils to fulfil their potential:
 - pupils should 'know themselves' and how their strengths, weaknesses and interests relate to the world of work
 - learning about different careers and opportunities
 - obtaining individual guidance
 - having some work experience
 - gaining information about training, education and occupations beyond school.
- works to consciously prevent all forms of stereotyping in the advice and guidance provided to ensure that pupils from all backgrounds and groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.

The CEIAG programme aims to:

- encourage self-evaluation so that pupils can learn about themselves, their interests, personal characteristics, and the factors that impact their decisions.
- promote career management by asking pupils to take responsibility for their own career decisions and encouraging realistic and flexible individual higher education and career paths.
- encourage career exploration by providing quality and up-to-date information about the worlds of learning and work.
- teach pupils how to manage change and transition in a fast-paced environment by using their own initiative and enterprise to seize opportunities and successfully manage unanticipated change.

The School's PSHE education and careers leader is the Senior School's Deputy Headteacher, who is responsible for:

- managing the CEIAG programme.
- liaising with external careers adviser/s via *My Future Choice* to implement and maintain regular and effective careers guidance for all pupils of secondary age, including one-to-one sessions for pupils in Key Stage 4.
- liaising with the PSHE education leader at the Preparatory School and the Head of Sixth Form to ensure careers education is coherent across the curriculum.
- liaising with form teachers, including to identify pupils needing additional guidance.
- establishing, maintaining and developing links with FE colleges, universities, apprenticeship providers and employers.
- supporting teachers of careers education and tutors providing initial information and advice.
- monitoring teaching and learning in careers education, and the access to and take up of career guidance.
- advising senior colleagues on policy, strategy and resources for CEIAG.
- allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships, to ensure every pupil is well-informed about their future options at every stage.
- working closely with the SENDCo to ensure that pupils with SEND understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals.

Externally commissioned CEIAG provided by My Future Choice

- Senior school pupils and sixth-form students receive access to the online platform *My Future Choice*. The programme aligns the abilities and interests of pupils and students with potential career paths.
- Pupils have personalised careers interviews, with an experienced careers advisor from *My Future Choice*, to ensure they are fully aware of all the options open to them, then create and review action plans outlining their anticipated next steps.
- Once pupils have completed the relevant modules on the My Future Choice platform with support from their PSHE education teacher and/or form teacher, the school organises for all pupils to receive one-to-one careers guidance sessions online with an external, qualified careers advisor, in Years 9, 10, 11, 12 and 13.