



Outcomes
First Group

Careers Policy

Options Barton School



Options
Barton

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1.0 RATIONALE

Careers at Barton School aims to ensure the students are prepared for adulthood, so that they leave with the right knowledge, skills and interests to support successful transition to their next stage of education, steps to employment or life journey. Our personalised approach to teaching and learning recognises the unique starting points and often turbulent journey the students have taken prior to attending Barton School. The focus for many of our students on arrival to Barton School is for them to feel safe, regulated, develop positive relationships, and follow routines, providing the building blocks for a successful learning journey.

All the students have a diagnosis of autism, many with additional complex needs. The range of ability, communication style, sensory differences, and future aspirations are vast, therefore it is imperative Careers and the Information Advice and Guidance (IAG) which is offered at Barton reflects the uniqueness of each and every child, so that each child can start a successful pathway into adulthood and through life. This may include pathway to employment; qualifications; supported/ independent living; adult care; and community inclusion.

It is important at Options Barton that ALL the young people are able to make informed choices at all stages of their experience and development, therefore our careers curriculum and IAG must:

- Provide up to date and accurate information
- Be presented in an impartial manner
- Develops enterprise, employment and independent life skills.
- Empower young people to be involved in planning and to manage their own future pathway
- Broaden experiences to enable informed choices
- Respond to the individual needs of the learner
- Raise aspirations
- Promote equality of opportunity and challenge stereotypes - Provide effective labour market information.
- Involves parents and carers

At Barton School we follow Gatsby Benchmarks as part of the DfE Careers Strategy.

2.0 INTENT

An effective Careers programme at Barton School will provide opportunities for the young people:

- to be the central voice in creating a meaningful pathway through to adulthood, directly linked to their future aspirations;
- to provide our young people with the right knowledge and experiences needed for life after Barton
- to develop key employability and life skills, with a key emphasis on areas linked to independent living (e.g. time management, using money, social interaction and communication skills);
- to have personalised opportunities to experience the world of work in a meaningful way;
- to broaden pupil's experiences in order to support informed choices, and to have a links with a wider and more diverse community;
- to have high aspirations for all of our students;
- to develop enterprise and employment skills within their curriculum and personal development programmes;
- to investigate and implement career/post school prospects.
- to prepare for adulthood, by focussing on acquiring life skills specific to their needs;
- to develop the capacity to learn and work independently and collaboratively.

Through the provision of rich and varied activities, we aim to:

- Provide opportunities to learn about and name things outside of their everyday experiences, developing vocabulary (signs, words, symbols or objects).
- Encourage participation in continued learning, including further education and higher education where appropriate.
- Have access to up-to-date labour market information.
- Support inclusion, challenge stereotyping and promote equality of opportunity.
- Develop students' social interaction skills and opportunities to interact with a diverse range of people in and across community groups.
- Develop an understanding of the roles/jobs of key people who are part of their adult life (e.g. hairdressers, doctors, shopkeepers). This plays an important role in safeguarding and protecting the young people as they become adults.
- Encourage the best possible progress and the highest attainment for all pupils.
- Enable pupils to make connections across different areas of learning.
- Help pupils to think and work creatively and solve career-related problems.
- Develop and enable pupils to respond positively to opportunities, challenge and responsibility with the appropriate IAG.
- Enable pupils to acquire and develop a broad range of transferable employability skills, knowledge and understanding to equip them for the working world or their personalised pathway.

Each young person will have a personalised file dedicated to careers which will show their journey so far towards their pathway through to adulthood.

3.0 IMPLEMENTATION:

Careers Education and guidance is an important component of the Curriculum at Options Barton School, we fully support the statutory requirement for a programme of careers education. Young people have access to a careers programme, which has been carefully mapped out within our career's curriculum map, leading to appropriate qualifications according to the pathway students are working in: Meadow Pathway to independence and Woodland Pathway to Employment.

For students following our Meadow Pathway students work towards their Personalised Learning Intentions (PLIs), whilst participating in a broad and rich range careers-based linked the long-term plan. The planned activities are designed to support students to develop key independent and life skills. Students working in KS4 and 5 make Meadow Pathway the careers will support completion towards Asdan Personal Progress Modules.

For students following our Woodland Pathway the curriculum has been mapped out using the six learning areas for lifelong career development, following suggested sequence of learning taken from Incredible Futures Careers Curriculum. Students working in KS4 and 5 careers focused activities support completion towards Princes Trust Personal Development and Employability qualification.

The six learning areas for lifelong career development.

For a positive career you need to...



Grow throughout life

Grow throughout life by learning and reflecting on yourself, your background, and your strengths.



Explore possibilities

Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.



Manage careers

Manage your career actively, make the most of opportunities and learn from setbacks.



Create opportunities

Create opportunities by being proactive and building positive relationships with others.



Balance life and work

Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.



See the big picture

See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

Please see our curriculum policy for further details of our learning pathways.

All students have careers portfolios. The implementation and delivery of careers at Options focuses on the following key areas:

- Employability and Independence skills (time management, handling money, organisation skills, making choices, communication and interaction skills)
- Work experience (inside and outside school) - Enterprise
- Aspirations (including interests, widening experiences, further and wider education opportunities)

Careers portfolios should include up to date student profiles including key information about their interests, strengths and aspirations; details of work experience (contracts, risk assessments) and qualifications gained; and evidence collated in relation to the focus areas listed above.

We hold an annual Careers week, liaising with a wide array of employers who host a range of workshops for our students to experience different types of employment. Our young people also have opportunities for 1:1 careers/ small group meetings with our independent careers' advisor. Young people in KS4 and 5 are given the opportunity to attend off-site careers events and college open evenings / events and work skill placements. Transition visits to other training providers are also supported so young people are aware of as many options available to them as possible. Where a student's next steps are to attend a provision in a different local authority, links will be made at the earliest opportunity with the relevant people and organisations to ensure a smooth transition.

A plan of key career events will be marked on the school calendar.

Work Experience

Aim of Work Experience:

- To enable the development and learning of young people
- To provide young people with records/documents to provide evidence of their experience
- To provide young people with direct experience of the world of work
- To give young people the experience of relationships, routines and processes that are part of a working environment
- To develop work related skills
- To contribute towards approved vocational and academic qualifications where necessary
- To prepare young people for adult and working life
- To encourage young people to widen their horizons by viewing work experience as an opportunity to sample non-traditional areas of work
- To prepare young people by discussing equal opportunities
- To make clear the roles and responsibilities of all involved in work experience
- Work experience can provide an excellent opportunity for young people to develop an understanding of what an employer will expect of them and so enhance their employability
- Various patterns and length of work experience placements need to be flexible to ensure that the learning needs of our young people are met.
- The work will be appropriate to the student's capabilities.

- There will be an appropriate level of supervision provided throughout the placement. -
- Placements are assessed for risks and insurance checked

In most cases work experience placements will be supported by our school staff. There are also work experience opportunities for students onsite including our onsite bistro, school kitchen and maintenance team. Records of student progress will be logged on evidence for learning and in student's careers portfolios.

Roles and Responsibilities of The Careers leader, teachers and LSA's.

The **Careers Lead** will ensure that:

- All statutory elements of the curriculum are met.
- The amount of time for teaching the curriculum is adequate and reviewed annually.
- A positive learning culture in which all children believe that they can succeed is promoted in school.
- There are high standards of teaching and learning.
- The school is compliant with legislation and to enable an annual evaluation of Careers within the school.
- The guidance is followed in line with an annual appropriate careers audit using the Gatsby career benchmarks and update, when necessary, throughout the year.
- They attend termly Careers Leader conferences in order to gain ideas and network amongst other schools.
- Annual audits are completed to monitor achievement of benchmarks and quality of careers learning.
- Pupils have access to a deep learning careers week.
- Appropriate accredited courses are followed where applicable.
- Pupils have the opportunity for individual, impartial careers guidance interviews with experienced staff at key decision points.
- Subject resources are kept up to date and available for all staff.
- Teaching of careers is relevant across all stages in school.
- Pupils have access to encounters with a variety of employers and businesses.
- Relevant FE providers have access to pupils from year 7 to 13 to inform them about the varied career options open to them and courses and qualifications they offer and what each option entails.

Class teachers must ensure that:

- Pupils gain an understanding of the world of work and will understand their entitlement to continued learning in a meaningful way.
- Pupils know and understand how to access sources of career/post school information and decision-making support.
- Each student has a careers portfolio which is kept up to date.
- Gather evidence in relation to key areas of the career curriculum.
- Pupils have access to a variety of opportunities in investigating other careers, e.g. self-employment.
- Pupils have an awareness of a variety of paths that they can follow in order to achieve success in a chosen employment area.

EQUALITY AND DIVERSITY

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. School staff have excellent knowledge of our students' needs and can tailor our approach in line with EHC needs.

Focus is about introducing careers and thinking about the vast number of careers and positive outcomes available. How a business runs, qualities and skills that employers look for, rights and responsibilities in the world of work and community contributions made by all citizens.

EXPERIENCES OF WORK

This focus is on providing opportunities for all our students to have an experience of work that is appropriate for them. While some students will be able to undertake work experience outside school, others will experience work within the school, due to their vulnerability and increased risk and this can be part of project work in vocational subjects. There will be opportunities for students to participate in enterprise activities during the school Enterprise and/or Money Week. The school will facilitate where appropriate visits to employers to introduce possible careers for students and invite people both with and without disability into school and speak to students about their role in society and the contribution they make.

POSITIVE OUTCOMES POST 16

The focus in post 16 is investigating available options and the transition process. Positive outcomes for our young people include a wide range of adult roles and purposeful activities; College placements, employment, self-employment, volunteering, assisted internships (paid or unpaid), maintaining a home either assisted or independently, becoming involved in a community or having experience of personal and social relationships.

Some of our students' capacity to deal with their own disability and maintain a role in society is a focus within transition planning and career management skills when considering positive outcomes.

4.0 IMPACT

It is expected that:

1. Pupils will have a successful transition on from Year 11 into Post 16
2. Pupils will have had experience of a wide range of opportunities, interests and options so they are best placed to make informed decisions about their future choices.
3. Pupils will develop the skills needed for them to be employable, whether that is voluntarily or paid.
4. Pupils will know the value of having work and commitments in their lives.
5. Pupils will know that they have a valued and important part to play in the world in which they live, and they can and are motivated to contribute to society in a way which best suits their interests and skills.

6. Pupils will know about and make use of the range of support and advice that is available to them in order to support their choices and decision making.

Policy Reviewed by: Carol Botterill September 2025

The policy was developed and is reviewed every 2 years by the Careers Coordinator based on current good practice guidelines by DfE/Ofsted, CEG Framework.



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