



Outcomes  
First Group

# CAREERS POLICY

**Waterloo Lodge School**



Waterloo Lodge  
School

## Waterloo Lodge School Careers Programme

### Careers Staff Structure:

Position	Assigned Staff Member
Careers Governor	Nick Simpson (Regional Director)
Careers Leader	Kelly Guthery
Careers Coordinator	Chloe Brown
Independent Advisor	Emma Barton

The Careers Programme is reviewed annually at the end of each academic year against the Gatsby Benchmarks of Good Practice in Careers Guidance. Updates and improvements are made as appropriate. Our evaluation always includes a review of the impact that activities within the programme have had on pupils.

### Key Stage 3:

Careers and employability skills is a whole school approach. Specific areas are covered in numerous areas of the curriculum including Form Time programmes, Enrichment programmes, SMSC, Independent Living Skills (Life and Living Skills) and RSHE (Personal Growth and Wellbeing) and importantly, every taught subject has a career focus throughout the curriculum. Each subject classroom has a dedicated careers board with information regarding what career opportunities are available if a pupil pursues this subject after leaving Waterloo Lodge School. Pupils learn about what work is available in our local community and globally. Pupils have the opportunities to go into the community, visiting local shops and services and meet visitors who come into school to talk about career pathways. Pupils engage with employability skills tasks including teambuilding, leadership skills and problem solving. Although not taught as a discreet lesson, careers are embedded throughout the curriculum to prepare our pupils for life once they have left school.

### Key Stage 4:

In addition to the whole School careers approach, careers are taught as a discreet lesson through our Independent Living Skills programme. Pupils learn about vital employability skills, Health and Safety, application and interview techniques. All Year 11 pupils will have a visit supported by school staff, to Local Colleges, Training Providers, or destination of their choice. Pupils discuss Post 16 options in their Annual Reviews particularly as the pupil approaches leaving. Pupils also take part in community enterprise activities, visiting local employers.

Pupils have the opportunity to engage in community and volunteering activities in a choice of vocational areas, linked into career pathways. This includes volunteering in areas such as horticulture, restocking shelves, community outreach, residential and nursing homes. Pupils in Year 11 undertake virtual work experience programmes to give them an understanding in what the world of work looks like.

**All Key Stages:**

All classes take part in Form Time surrounding SMSC and British Values, current affairs, and life skills. Many Form Topics are related to career's education and identifying career role models alongside employability skills with a particular focus on teamwork as pupils work together in classes. In particular there is a focus on Apprenticeships, Volunteering and Careers as a whole. All Key Stages take part in enrichment within the community. Visits are also arranged with local colleges, apprenticeships, and work places.

**Teachers and Support Staff:**

Within individual classes, teachers and support staff are aware of their role of providing both formal and informal careers guidance from KS3 to KS4. In the delivery of core curriculum subjects, teachers incorporate activities which focus on careers related learning. All staff are responsible for careers guidance and the teaching of employability skills at Waterloo Lodge School. Next steps are always discussed at the pupil's Annual Review including career options as they get older.

**External Partners including Employers and Providers:**

Local employers willing to provide work experience placements, workplace visits or come to school to carry out activities engaging with pupils, can contact Chloe Brown at Waterloo Lodge School on 01257 830 294 or email [admin@waterloolodge.co.uk](mailto:admin@waterloolodge.co.uk)

**Parents/Carers:**

Next steps are always discussed at the pupil's Annual Review. Reports from CEIG interviews and any IAG scheduled meetings are sent home to parents/carers. All parents/carers are invited to attend the supportive college or next steps provision that the school arranges. All looked after children have external careers advice from their Local Authority. This advice takes place within the school or home environment, our Careers Co Ordinator is on hand to support these meetings.

**Pupil Entitlement:**

This 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.

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.

**Work Experience:** Every pupil will have the opportunity to complete a virtual work experience placement, pupils may also have the opportunity to complete external work experience.

**Internal Work Experience Programme:** Pupils who express an interest in catering and hospitality or maintenance and site management will be provided with opportunities to shadow and support Waterloo Lodge School Staff.

**School Career Week Activities:** Apprenticeship week starts on the 9<sup>th</sup> February 2026, Careers week is the week commencing 2<sup>nd</sup> March 2026, and Volunteering week is the week commencing 27<sup>th</sup> April 2026. This is a celebration of careers guidance. The aim is to provide a focus for careers guidance activities for the whole school. Careers Week encourages education providers to bring together pupils, local employers and advisers through careers events and activities

**Careers Appointments:** pupils will have a designated meeting with the Careers Co-ordinator to discuss their potential options. Parents/ carers are encouraged to be involved in these discussions and meetings.

**CV Review and Update:** Pupils complete CVs as part of the Independent Living Skills programme, pupils are supported in how to make applications for Colleges and Employment.

**College & Apprenticeships Applications:** Pupils will be supported every step of the way including:  
initial contact, application and interview processes, transition visits and September welfare contact

**College Visits:** KS4 pupils will partake in college visits to understand the full range of learning opportunities that are available to them. This includes academic and vocational routes.

**Independent Living Skills:** This programme has been implemented to enable our pupils to experience and learn life skills that they would not have ordinarily completed in their usual daily lives. This offers broad, rich and diverse learning opportunities for our pupils.



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