



HEARTWOOD HOUSE

Policy document control box	
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Policy owner (including job title)	Cathy Taylor (Executive Headteacher)
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1.03	20/9/2022	Executive Headteacher	Minor updates	Policy review to reflect the appropriate roles for Executive Headteacher/Centre Headteacher
1.04	20/3/2024	Executive Headteacher	Review and Rebrand	

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Purpose

Heartwood House provides education and support to ensure that every learner reaches their full potential. We work with learners who are particularly vulnerable to becoming NEET. Heartwood House recognises that it has a statutory duty to secure careers guidance for all Year 8 to 11 students as outlined in (The Education Act 2011 / Career guidance and access for education and training providers January 2018). Our aim is that all students acquire the skills, knowledge and attitudes to manage their learning and career progression. We will support students in making informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of post 16 pathways available to them. Heartwood House is committed to ensuring that the careers advice students receives:

- Includes information on a range of education or training options, including apprenticeship and other vocational pathways
- Is impartial
- Is in the best interests of the students
- Meets the needs of the students

We are committed to ensure that Heartwood House continues to meet the requirements outlined in the Gatsby Benchmarks.

Scope

This policy applies to all Heartwood House students between years 8 and 11.

Careers programme

We are committed to providing a planned Careers programme. This is differentiated to suit the needs of each individual student. Students will leave Heartwood House with the skills and knowledge required to support their entry to further education, training or employment. Heartwood House also works with the Local Authority and a wide range of voluntary / statutory agencies to support our students whose circumstances have made them vulnerable or hard to reach, including those with special educational needs and those at risk of being NEET post-16.

Heartwood House works closely with ELSA (Education, Learning, Skills, and Achievement) to deliver our Careers Programme. The aim of our Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for post 16.

Responsibilities

All staff have the responsibility to contribute to the overall careers programme within the school. The Transitions Lead has the overall responsibility for overseeing the Careers Education Provision. Teaching Staff are also responsible for the delivery of careers education by embedding Careers into their subject area and contributing to the effectiveness of the overall programme.

Monitoring and evaluation

The Transitions Lead and SLT meet on a regular basis to develop, monitor and evaluate careers guidance across Heartwood House.

Support for pupils with Special Educational Needs or Disabilities

Heartwood House has high aspirations for all students with special educational needs and disabilities (SEND) and will support them in preparing for their next phase of education or training. Further information about outcomes for students with SEND can be found in the SEND policy.