

The Pioneers Academy

Annual Careers Plan

Policy and Procedures • 2026–2027

School	The Pioneers Academy
Policy owner	Headteacher / Year 10 Head Of Year Mrs Faizah Akhtar
Effective from	September 2026
Review date	September 2027, or sooner if legislation/guidance changes
Primary statutory/guidance basis	DfE Careers guidance and access for education and training providers 2026

1. Purpose and Scope

The Pioneers Academy provides a planned careers programme that develops pupils' knowledge of education, employment, training and progression. The programme will be inclusive, aspirational and appropriate to pupils' age and stage.

2. Policy Statement and Procedures

Year 7–8: self-awareness, strengths, careers vocabulary, encounters with different sectors and introduction to pathways.

Year 9: GCSE option awareness, labour-market information, skills development and employer encounters.

Year 10: work-related learning, CV/application skills, careers interviews, post-16 pathway planning and encounters with further education, apprenticeships and employers.

Year 11: individual progression planning, sixth-form/college/apprenticeship information, applications, interviews and transition support.

The Academy will provide encounters with employers, further and higher education providers and other relevant organisations. Careers activities will reflect the school's Islamic ethos while ensuring pupils receive accurate, impartial information about available pathways.

Impact will be evaluated through pupil feedback, participation, destination information and review of the annual programme.

3. Roles and Responsibilities

The Headteacher has overall responsibility for implementation and review. Relevant designated leads coordinate day-to-day arrangements within their area. All staff are expected to follow the policy, maintain appropriate records and raise concerns promptly. Pupils and parents/carers are expected to follow the Academy's published expectations and cooperate with reasonable procedures.

4. Monitoring, Review and Record Keeping

Implementation will be monitored through appropriate records, audits, pupil/parent feedback, incident information, attendance or participation data and review by senior leaders. The policy will be reviewed at least annually unless a different statutory review period applies, and immediately where significant legal or operational changes require it.

5. Related Policies and Guidance

This policy should be read alongside the Academy's safeguarding and child protection arrangements, behaviour policy, attendance procedures, equality arrangements, data protection arrangements and any relevant individual plans or risk assessments.

6. Approval

Approved by: Headteacher

Next review: September 2027

References

- Department for Education, Keeping Children Safe in Education 2026, where relevant.
- Department for Education statutory guidance and current legislation relevant to this policy.
- The Pioneers Academy's other current policies and procedures.