William Byrd
PRIMARY ACADEMY

Careers Policy

MIDDLESEX
LEARNING
PARTNERSHIP

APPROVED:	William Byrd LGB
DATE:	30 September 2026
NEXT REVIEW DUE BY:	29 September 2027

The Careers Lead at William Byrd Primary School is Jenna Malcolm-Naulls. The current Careers Governor is Barbara Turner. Career education remains a priority for all key stakeholders, is part of our SIP and is regularly communicated about with the entire school community.

Aims:
This policy aims to outline our school's provision for Primary Careers Education. We aim to:
- Equip pupils with essential skill development and self-assessment;
- Teach pupils career specific skills that can help them in their future profession;
- Expose children to a wide variety of careers, helping them widen their scope for future opportunities;
- Enhance pupil understanding of the education, training and apprenticeship pathways one might need to achieve a particular career;
- Help KS2 pupils with career exploration – helping them to use tools and resources to research potential careers and pathways;
- Cultivate a culture of high achievement and career aspiration.

Principles for Career Education
1. Inclusivity: We aim to ensure that career development opportunities are inclusive and accessible to all students, regardless of their background, abilities, or challenges. This includes ensuring our career offer begins at nursery and goes to the end of Year 6. We also tailor all provision for pupils with complex needs, ensuring that they receive a life skills-based program that includes meeting people in the community who have careers that can help them meet their needs.

2. Collaboration: We aim to foster strong partnerships with parents, guardians, community organisations, and local employers to create a network of support for our students' career aspirations. We also work closely with the Hillingdon Borough Council and the Greater London Authority, as well as the Education Development Trust (as we work on our Primary Inspiring Careers Award) to ensure our we can offer our pupils the best careers program possible.

3. Life Skills: At the Primary level, we aim to help pupils, parents and staff to understand that skills are the foundation to any career. We use our Personal Development program to help pupils build skills and focus on talent, and help pupils to realise their skills and talents and how to foster them with support of teachers, parents and carers.

4. Exposure: We aim to expose pupils to a wide variety of careers so that they have a large scope of what is available for them in the future. We do this through careers-based lessons, curriculum links, links to trips and visits and a careers week.

How do we teach careers?
We have a multi-tiered approach to teaching Careers at William Byrd
- Children have a careers specific lesson using the MyPath platform once a term as part of their PSHRE provision;
- Explicit career links are made in curriculum topics twice a week (e.g. if they are learning to write a newspaper, they may learn about a journalist);
- Children are exposed to different careers on trips and visits and are asked to make these connections on a personal development reflection after each excursion;
- We have a yearly Careers Week where we bring in professionals across a range of fields and sectors to talk to children about their careers, educational or training pathways and their experiences in the fields.

Our lessons and activities are guided by the Career Development Institute's Six Areas of Primary Careers Learning



Appendix 1: Careers Lesson/MyPath Overview:

Y1			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	http://mypathunlimited.com/show-resource/?bndid=3889 KS1 – Skill Sessions – What Is A Job? – Part 1	Understand what a job is. Identify different types of jobs and their roles in the community.	Explore Possibilities
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3879 KS1 – Skill Sessions – Stereotypes – Part 1	Understand what stereotypes are and how they can affect people's views about jobs. Challenge stereotypes in job roles and encourage students to believe they can pursue any career. Recognising that the way that work is shown is not always accurate/ reliable	See the big picture
Spring 1	https://mypathunlimited.com/show-resource/?bndid=3892 KS1 – Skill Sessions – What Is A Job? – Part 2	Being aware that jobs are made up of tasks exploring what people do whose jobs involve caring for children and keeping them safe being able to give examples of jobs in different sectors	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3542 Job Spotlight – Year 1 – Construction Worker https://mypathunlimited.com/show-resource/?bndid=4212 Job Spotlight – Year 1 – Plumber	being able to give examples of jobs in different sectors recognising that they and other people like to choose the work they do	Explore Possibilities Manage Career See the Big Picture
Summer 1	https://mypathunlimited.com/show-resource/?bndid=4330 Job Spotlight – Year 1 – Vet https://mypathunlimited.com/show-resource/?bndid=4209 Job Spotlight – Year 1 – Nurse	being able to give examples of jobs in different sectors recognising that they and other people like to choose the work they do	Explore Possibilities Manage Career See the Big Picture

Summer 2	Careers Week activities	thinking about questions they would like to ask a visitor about their job choosing what they want to achieve and the way they go about it	Balance work and life See the big picture Create opportunities

Y2			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	https://mypathunlimited.com/show-resource/?bndid=3892 KS1 – Skill Sessions – What Is A Job? – Part 2	Being aware that jobs are made up of tasks exploring what people do whose jobs involve caring for children and keeping them safe being able to give examples of jobs in different sectors	Explore Possibilities
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3883 KS1 – Skill Sessions – Stereotypes – Part 2	Understand how to overcome stereotypes in jobs. Explore how people can challenge stereotypes and support each other's dreams. Recognising that decisions can have unexpected consequences	See the big picture Manage career
Spring 1	https://mypathunlimited.com/show-resource/?bndid=4200 Job Spotlight – Year 2 – Translator https://mypathunlimited.com/show-resource/?bndid=3654 Job Spotlight – Year 2 – Train Driver	being able to give examples of jobs in different sectors recognising that they and other people like to choose the work they do	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3896 KS1 – Skill Sessions – What Is A Job? – Part 3	Reflect on what makes students happy. Relate personal interests to potential jobs being willing to challenge themselves	Explore Possibilities Grow throughout life Create opportunities

		exploring what they have experienced and achieved	
Summer 1	https://mypathunlimited.com/show-resource/?bndid=3664 Job Spotlight – Year 2 – Pharmacist https://mypathunlimited.com/show-resource/?bndid=4194 Job Spotlight – Year 2 – Marine Biologist	being able to give examples of jobs in different sectors recognising that they and other people like to choose the work they do	Explore Possibilities Manage Career See the Big Picture
Summer 2	Careers Week activities	thinking about questions they would like to ask a visitor about their job choosing what they want to achieve and the way they go about it	Balance work and life See the big picture Create opportunities

Y3			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	https://mypathunlimited.com/show-resource/?bndid=3902 LKS2 – Skill Sessions – Networking – Part 1	Understand what networking is and why it is important. Learn simple tips for effective networking. Practise networking through classroom activities. Responding to trusted adults who can help them identify their needs	Create opportunities Manage career
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3919 LKS2 – Skill Sessions – Professionalism – Part 1	Understand the concept of professionalism and why it is important. Learn about key aspects of professionalism such as punctuality, positive attitude, and honesty. Explore how professionalism applies in school settings. Exploring how people relate to each other in work settings Being able to take on different	Balance work and life Create opportunities

		work-related roles in group play or teamwork, including as leader when required	
Spring 1	https://mypathunlimited.com/show-resource/?bndid=4345 Job Spotlight – Year 3 – Estate Agent Y3 Job Booklet: https://mypathunlimited.com/show-resource/?bndid=3677	Being able to explain what tasks they would like and like least about particular jobs. Being able to explain what interests them about particular jobs.	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3916 LKS2 – Skill Sessions – Networking – Part 2	Review the basics of networking and introduce advanced networking tips. Practice networking in a role-playing activity using character cards	Create opportunities Manage career
Summer 1	https://mypathunlimited.com/show-resource/?bndid=3916 LKS2 – Skill Sessions – Professionalism – Part 2	Recap the basics of professionalism and introduce advanced tips. Understand when it is appropriate to act professionally and when to be more relaxed. Apply professionalism in different scenarios through group activities. Exploring how people relate to each other in work settings Being able to take on different work-related roles in group play or teamwork, including as leader when required	Explore Possibilities Manage Career See the Big Picture Balance work and life
Summer 2	Careers Week activities	Explaining what they found out from a visitor about setting up their own businesses Identifying possible new jobs that might be needed in the future Being able to explain what interests them about particular jobs Recognising that the subjects and topics that they take further can lead to qualifications and making progress in	Create Opportunities Explore Possibilities

		their careers	

Y4			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	https://mypathunlimited.com/show-resource/?bndid=3916 LKS2 – Skill Sessions – Networking – Part 2	Review the basics of networking and introduce advanced networking tips. Practice networking in a role-playing activity using character cards	Create opportunities
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3916 LKS2 – Skill Sessions – Professionalism – Part 2	Recap the basics of professionalism and introduce advanced tips. Understand when it is appropriate to act professionally and when to be more relaxed. Apply professionalism in different scenarios through group activities. Exploring how people relate to each other in work settings Being able to take on different work-related roles in group play or teamwork, including as leader when required	Explore Possibilities Manage Career See the Big Picture Balance work and life
Spring 1	https://mypathunlimited.com/show-resource/?bndid=4176 Job Spotlight – Year 4 – Landscaper Y4 Job Booklet: https://mypathunlimited.com/show-resource/?bndid=4322	Being able to explain what tasks they would like and like least about particular jobs. Being able to explain what interests them about particular jobs.	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3910 LKS2 – Skill Sessions – Networking – Part 3	Recap the 6 key networking skills learned in previous sessions. Practice preparing to network by focusing on how to introduce	Create opportunities Grow throughout life Explore possibilities

		yourself and discuss personal interests. Explore personal networks and identify key connections.	
Summer 1	https://mypathunlimited.com/show-resource/?bndid=3913 LKS2 – Skill Sessions – Professionalism – Part 3	Recap the 6 key tips for being professional. Explore how to communicate professionally through writing. Practise and promote professionalism through a creative classroom activity Exploring how people relate to each other in work settings Being able to take on different work-related roles in group play or teamwork, including as leader when required	Explore Possibilities Manage Career See the Big Picture Balance work and life
Summer 2	Careers Week activities	Explaining what they found out from a visitor about setting up their own businesses Identifying possible new jobs that might be needed in the future Being able to explain what interests them about particular jobs Recognising that the subjects and topics that they take further can lead to qualifications and making progress in their careers	Create Opportunities Explore Possibilities

Y5			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	https://mypathunlimited.com/show-resource/?bndid=3945 UKS2 – Skill Sessions – Entrepreneurship – Part 1	Understand what entrepreneurship is and how anyone can become an entrepreneur. Learn about the top 5 successful entrepreneurs and their journeys. Explore the key skills	Manage career See the big picture

		needed to become a successful entrepreneur. Making a step-by-step plan to enable them to achieve something they would like to be able to do Being able to weigh up the pros and cons of a choice they are thinking of making	
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3961 UKS2 – Skill Sessions – Leadership – Part 1	Understand what leadership is and explore different leadership styles. Learn about the key skills required to be a good leader. Practise problem-solving and conflict resolution as essential leadership skills Reflecting on what they achieved and what they would do differently or better next time Exploring how people relate to each other in work settings	Create opportunity
Spring 1	https://mypathunlimited.com/show-resource/?bndid=4158 Job Spotlight – Year 5 – Counsellor Y5 Job Booklet https://mypathunlimited.com/show-resource/?bndid=4325	Being able to explain what tasks they would like and like least about particular jobs. Being able to explain what interests them about particular jobs.	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3948 UKS2 – Skill Sessions – Entrepreneurship – Part 2	Recap the key skills of entrepreneurship: resilience, communication, and creativity. Understand why entrepreneurs are important to society. Develop communication and creativity skills through a "Build Your Own Business" activity. Making a step-by-step plan to enable them to	Manage Career See the big picture

		achieve something they would like to be able to do Being able to weigh up the pros and cons of a choice they are thinking of making	
Summer 1	https://mypathunlimited.com/show-resource/?bndid=3964 UKS2 – Skill Sessions – Leadership – Part 2	Recap the three important leadership skills: problem-solving, communication, and compassion. Introduce three new styles of leadership and explore their strengths and weaknesses. Practise communication skills through a fun and interactive activity Reflecting on what they achieved and what they would do differently or better next time Exploring how people relate to each other in work settings	Create Opportunity
Summer 2	Careers Week activities	Explaining what they found out from a visitor about setting up their own businesses Identifying possible new jobs that might be needed in the future Being able to explain what interests them about particular jobs Recognising that the subjects and topics that they take further can lead to qualifications and making progress in their careers	Create Opportunities Explore Possibilities

Y6			
	MyPath Lesson	LOs	Which of the 6 areas of careers learning is the focus?
Autumn 1	https://mypathunlimited.com/show-resource/?bndid=3948 UKS2 – Skill Sessions – Entrepreneurship – Part 2	Recap the key skills of entrepreneurship: resilience, communication, and creativity. Understand why entrepreneurs are	Manage Career See the big picture

		important to society. Develop communication and creativity skills through a "Build Your Own Business" activity. Making a step-by-step plan to enable them to achieve something they would like to be able to do Being able to weigh up the pros and cons of a choice they are thinking of making	
Autumn 2	https://mypathunlimited.com/show-resource/?bndid=3964 UKS2 – Skill Sessions – Leadership – Part 2	Recap the three important leadership skills: problem-solving, communication, and compassion. Introduce three new styles of leadership and explore their strengths and weaknesses. Practise communication skills through a fun and interactive activity Reflecting on what they achieved and what they would do differently or better next time Exploring how people relate to each other in work settings	Create opportunity
Spring 1	Job Spotlight – Year 6 – Midwife https://mypathunlimited.com/show-resource/?bndid=4561 Y6 Job Booklet https://mypathunlimited.com/show-resource/?bndid=3680	Being able to explain what tasks they would like and like least about particular jobs. Being able to explain what interests them about particular jobs.	Explore Possibilities
Spring 2	https://mypathunlimited.com/show-resource/?bndid=3951 UKS2 – Skill Sessions – Entrepreneurship – Part 3	Review key concepts of entrepreneurship and explore the subject of money in entrepreneurship. Finalise business ideas, prepare a pitch, and present business ideas to the class. Reflect on communication, creativity, and resilience throughout the session. Making a step-by-step plan to enable them to	Manage Career See the big picture

		achieve something they would like to be able to do Being able to weigh up the pros and cons of a choice they are thinking of making	
Summer 1	https://mypathunlimited.com/show-resource/?bndid=3967 UKS2 – Skill Sessions – Leadership – Part 3	Review key leadership styles and skills learned in previous sessions. Understand the importance of compassion in leadership. Practice compassion, problem-solving, and communication through group activities Reflecting on what they achieved and what they would do differently or better next time Exploring how people relate to each other in work settings	Create Opportunities
Summer 2	Careers Week activities	Explaining what they found out from a visitor about setting up their own businesses Identifying possible new jobs that might be needed in the future Being able to explain what interests them about particular jobs Recognising that the subjects and topics that they take further can lead to qualifications and making progress in their careers	Create Opportunities Explore Possibilities

	PSHRE	Bank of England Money and Me Lessons	PD Reflections
KS1	**Grow Throughout Life** Being confident to request help recognising their successes in learning Being willing to challenge themselves Exploring what they have experienced and achieved Feeling positive about people whose identities and backgrounds are different to	**Balance Work and Life** Exploring the rewards they would like to get from paid work Being aware of how money can be earned	**Create Opportunities** Thinking about questions they would like to ask a visitor about their job

	theirs **Manage Career** Describing a goal or target they are working towards Being proactive about trying different approaches to solving challenges Recognising that decisions can have unexpected consequence		