

Careers Leader

Purpose of the role

The role of the careers leader is to plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

Key tasks

Leadership

1. Advising senior leadership on policy, strategy and resources for CEIAG
2. Reporting on CEIAG to senior leaders and governors
3. Reviewing and evaluating CEIAG
4. Preparing and implementing a CEIAG development plan
5. Identifying sources of funding for CEIAG and writing bids.

Management

6. Planning schemes of work for careers education
7. Briefing and supporting teachers of careers education
8. Monitoring teaching and learning in careers education
9. Supporting tutors providing initial information and advice
10. Undertaking the role of careers adviser
11. Monitoring access to, and take up of, careers guidance

Co-ordination

12. Managing the provision of careers information
13. Liaising with the PSHE leader, and other subject leaders, to plan careers education
14. Liaising with tutorial managers, mentors, SENCO and head of sixth form, to identify students needing guidance

Networking

15. Establishing and developing links with employers
16. Establishing and developing links with FE colleges, apprenticeship providers and universities
17. Negotiating a service level agreement with the local authority for support for vulnerable young people
18. Commissioning careers guidance services
19. Managing links with the LEP and other external organisations.

Accountability

The careers leader is accountable to the senior leader with overall responsibility for CEIAG.