



Senior Leadership Team

- Providing leadership and direction to the CL
- Reviewing and approving Careers Proposals

Head of Sixth Form

- Providing leadership and direction with regards to sixth form
- Discussing and negotiating sixth form Careers Proposals with the CL
- Advocate for the Careers Programme to the SLT, sixth form tutors, staff and students
- Support with career trip manning

Sixth Form Administrator

- Advocate for the Careers Programme to the Head of Sixth Form, sixth form tutors, staff and students
- Liaising with Head of Sixth Form with regards to careers planning and organisation
- Support with sixth form careers trip planning and organisation
- Liaising with students with regards to the times of their careers appointments
- Support with career trip manning

Careers Curriculum Champions

- Advocate for the Careers Programme to the SLT, their subject departments, tutors, other staff and students
- Liaising with the CL and the curriculum teachers to identify opportunities to integrate careers within the curriculum
- Working with employers within their classes to bring a careers focus
- Attending training in careers work to roll out to their curriculum teams to bring into their lessons
- Support with subject-focused career trip manning
- Highlighting key students to the CL for specific career activities and trips

Assistant Head – SLT Careers Link

- Providing leadership and direction to the CL
- Reviewing and approving Careers Proposals
- An advocate for the CL with the SLT

PSHE Co-ordinator

- Discussing and negotiating the Careers element of the PSHE programme
- Advocate for the Careers Programme to the SLT, tutors, staff and students
- Support with delivery of Careers PSHE modules

WEX Administrator

- Scheduling the Careers Adviser appointments
- Advocate for the Careers Programme to staff, students and employers
- Maintaining the Careers Programme participation student records
- Sharing thoughts and ideas with regards to the Careers Programme

WEX

- Maintaining the employer details database
- Supporting the CL with the administration and paperwork
- Communicating with employers to carry out the H&S WEX checks
- Supporting students with finding placements

Careers Adviser

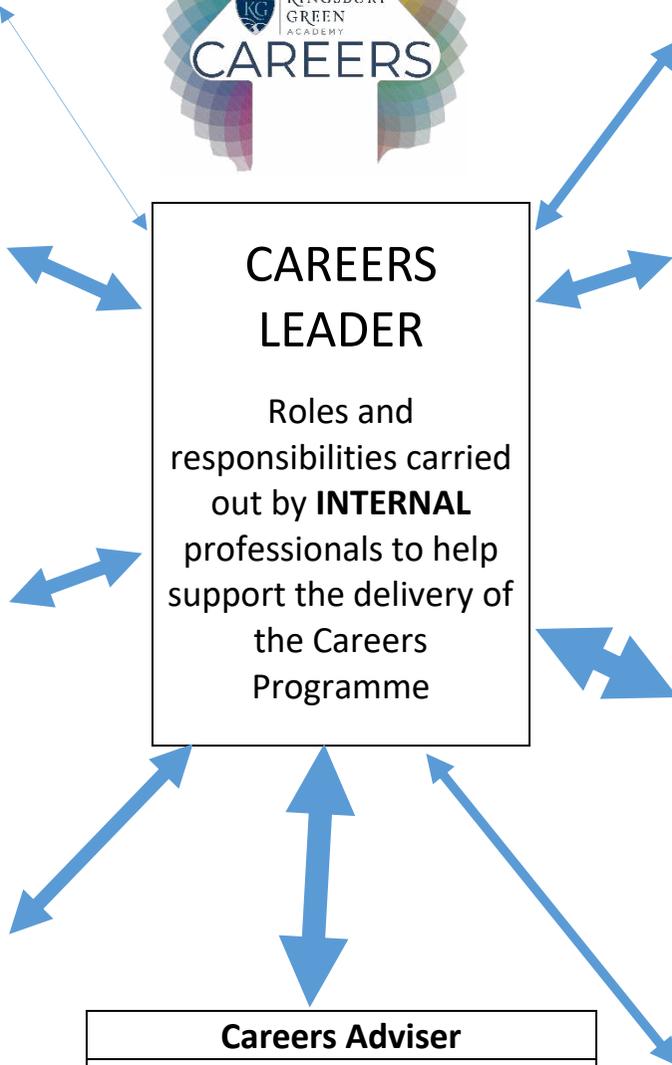
- Liaising with CL and WEX Admin regarding student appointments
- Recording and sharing students action plans with the student, CL and tutors
- Supporting the CL with lunch time careers drop-in sessions
- Supporting the CL with employer contacts and WEX placements

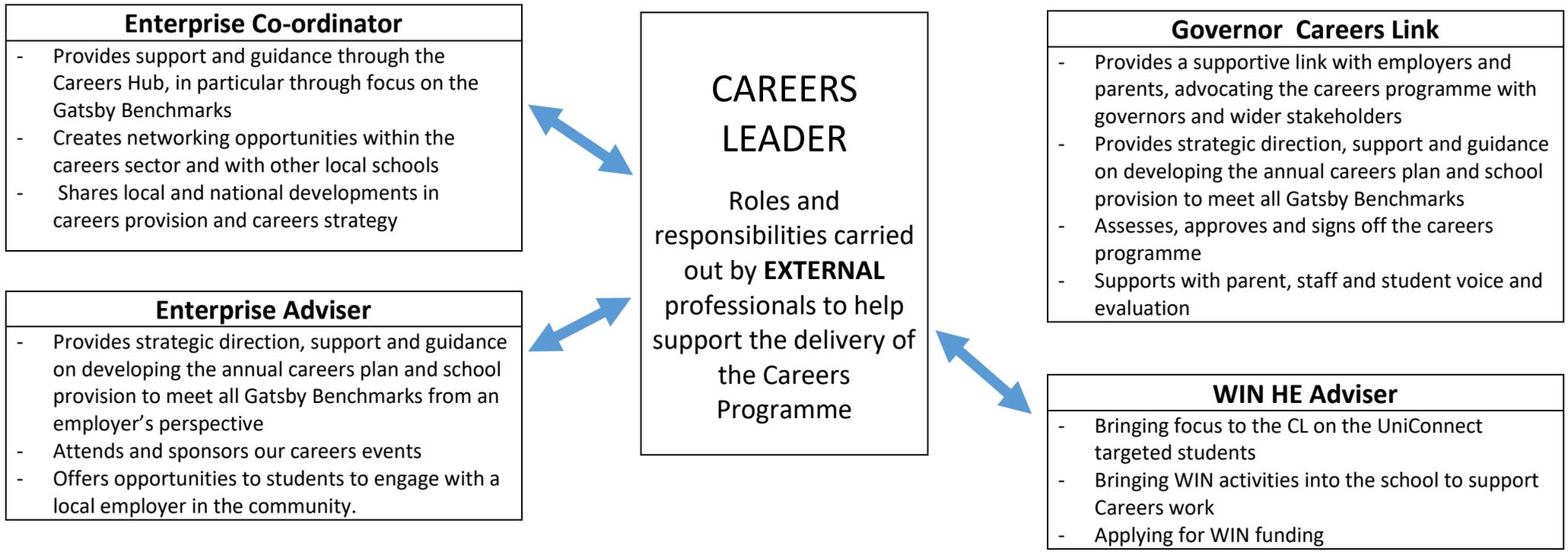
Tutors

- Advocate for the Careers Programme to staff and students
- Liaising with the CL with regards to their tutees, their career plans and their personal guidance action plans and monitoring, implementing and reviewing those action plans with the students
- Highlighting key students to the CL for specific career activities and trips

CAREERS LEADER

Roles and responsibilities carried out by **INTERNAL** professionals to help support the delivery of the Careers Programme





**KINGSBURY
GREEN
ACADEMY**