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 staffing

Sixth Form Administrator/Pastoral Support

- Advocate for the Careers Programme to the Head of Sixth Form, sixth form tutors, staff and students
- Liaising with Head of Sixth Form and Careers Team to support 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 staffing

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 staffing
- 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

Careers Advisers

- Liaising with Careers Coordinator for appointment times & priorities
- Recording and sharing students action plans with the student, CL and tutors
- Supporting with lunch time careers drop-in sessions
- Supporting with employer contacts and WEX placements

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

Careers Coordinator

- Running the personal guidance process and scheduling the guidance appointments
- Advocate for the Careers Programme to staff, parents, students and employers
- Planning, organising and running the Careers
 Programme events and activities
- Updating records of events pupils have attended
- Maintaining the employer details database
- Completing the WEX admin and paperwork
- Communicating with employers to carry out the H&S WEX checks
- Supporting students with finding WEX placements
- Attending work place visits during pupils' placements

Tutors

- Advocate for the Careers Programme to staff, parents and students
- Supporting tutees with their career action plans and making personal guidance referrals if needed
- Supporting tutees with the work experience process, securing a placement & placement visits
- Highlighting key students for specific career activities and trips

Enterprise Co-ordinator

- Provides support and guidance through the Careers Hub, in particular through focus on the Gatsby Benchmarks
- Creates networking opportunities within the careers sector and with other local schools
- Shares local and national developments in careers provision and careers strategy

Enterprise Adviser

- Provides strategic direction, support and guidance on developing the annual careers plan and school provision to meet all Gatsby Benchmarks from an employer's perspective
- Attends and sponsors our careers events
- Offers opportunities to students to engage with a local employer in the community.

CAREERS LFADER

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

Governor Careers Link

- Provides a supportive link with employers and parents, advocating the careers programme with governors and wider stakeholders
- Provides strategic direction, support and guidance on developing the annual careers plan and school provision to meet all Gatsby Benchmarks
- Assesses, approves and signs off the careers programme
- Supports with parent, staff and student voice and evaluation

WIN HE Adviser

- Bringing focus to the CL on the UniConnect targeted students
- Bringing WIN activities into the school to support Careers work
- Applying for WIN funding

