



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

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

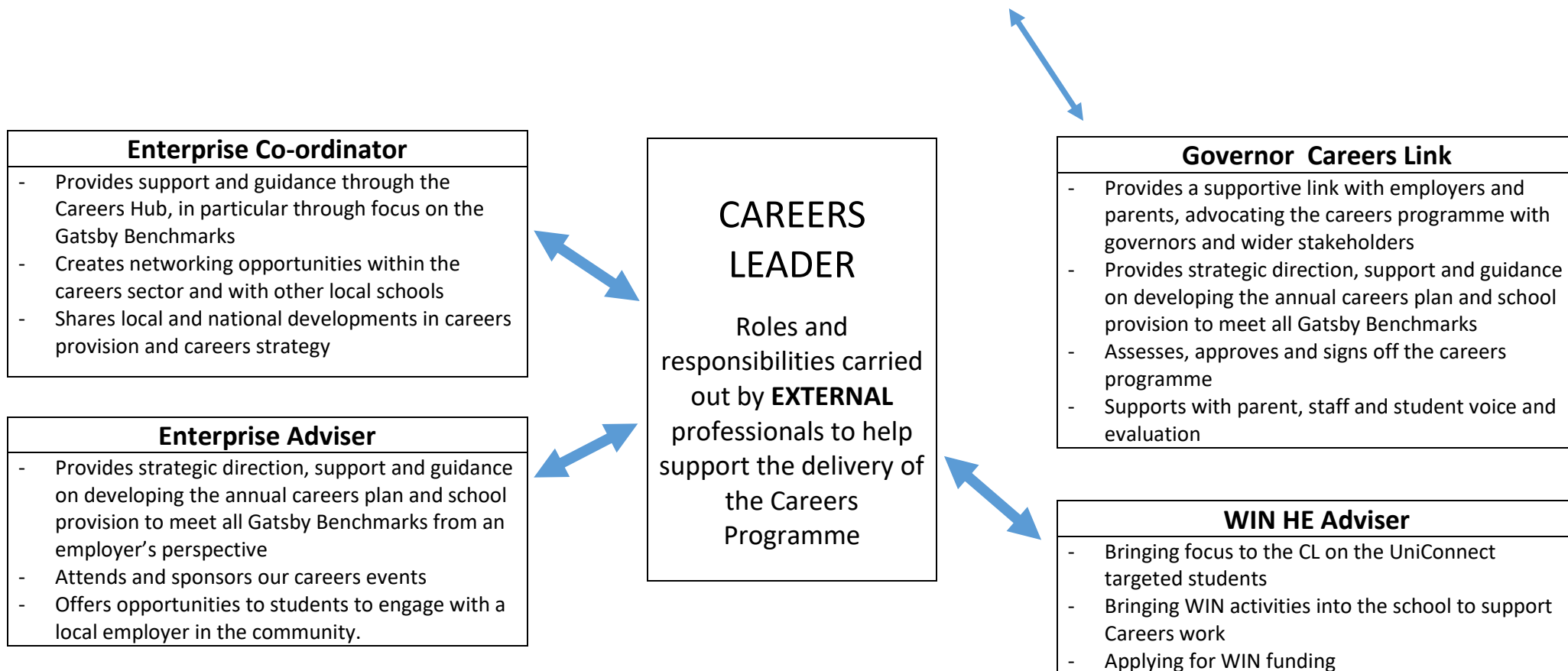
- Running the personal guidance process and scheduling the guidance appointments
- Advocate for the Careers Programme to staff, parents, students and employers
- Planning, organising and running the Careers Programme events and activities
- Updating records of events pupils have attended
- Maintaining 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

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

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



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