

3.0A: How are the key responsibilities of careers leadership organised in your school or college?

Identify which individual members of staff (teaching and non-teaching) in your school or college currently take responsibility for each aspect of careers leadership specified in the table

Key responsibilities	Lead member of staff	
Leadership		
Leading the team of teachers, administrators and external partners who deliver career guidance	11–16	Post-16
Advising the senior leadership team on policy, strategy and resources for career guidance	11–16	Post-16
Reporting to senior leaders and governors on careers	11–16	Post-16
Reviewing and evaluating career guidance and providing information for school/college development planning and Ofsted	11–16	Post-16
Preparing and implementing a career guidance development plan and ensuring that details are published in the website	11–16	Post-16
Understanding the implications of a changing education landscape for career guidance	11–16	Post-16
Ensuring compliance with the legal requirements to provide independent career guidance and access for providers	11–16	Post-16

Management		
Planning the programme of activity in career guidance	11–16	Post-16
Briefing and supporting teachers or tutors involved in career guidance	11–16	Post-16
Monitoring delivery of career guidance across the eight Gatsby Benchmarks	11–16	Post-16
Supporting tutors providing initial information and advice	11–16	Post-16
Managing the work of the careers adviser and careers administrator	11–16	Post-16
Monitoring access to, and take-up of, guidance	11–16	Post-16
Ensuring colleges and apprenticeship providers have access to students	11–16	Post-16
Managing the careers budget	11–16	Post-16
Managing own CPD and supporting the CPD of colleagues in the careers team	11–16	Post-16
Co-ordination		
Managing the provision of careers and labour market information	11–16	Post-16
Managing the careers section of the school's or college's website and keeping it up to date	11–16	Post-16
Liaising with the PSHE/ Personal Development Programme leader, and other subject/course leaders to plan their contributions to career guidance	11–16	Post-16

Liaising with tutors, mentors, SENCO/head of learner support and heads of year/ department to identify students needing guidance	11–16	Post-16
Referring students to careers advisers	11–16	Post-16
Co-ordinating encounters with employers and work experience	11–16	Post-16
Communicating with students and their parents	11–16	Post-16
Networking		
Establishing and developing links with FE colleges, apprenticeship providers and universities	11–16	Post-16
Establishing and developing links with employers	11–16	Post-16
Negotiating a SLA with the local authority for support for vulnerable young people, where appropriate	11–16	Post-16
Commissioning career guidance services, where appropriate	11–16	Post-16
Managing links with the LEP and other external organisations	11–16	Post-16
Securing funding for careers-related projects	11–16	Post-16
Building a network of alumni who can help with the career guidance programme	11–16	Post-16