

3.2A: Towards a role specification for a careers administrator

The left-hand column of the table below lists the main responsibilities of a careers leader. Review each of the tasks and, in the right-hand column, make a note of the associated administrative tasks. A few examples have been provided to get you started. The final list can then be used as the basis for writing the job description for a careers administrator.

Responsibilities of the careers leader	Associated administrative and support tasks
Lead the team of staff and external partners who deliver the careers programme	
Advise the senior leadership team on policy, strategy and resources	
Report to senior leaders and governors	
Review and evaluate career guidance	
Prepare and implement a career guidance development plan	
Understand the implications of changes in education for career guidance	
Ensure compliance with legal requirements	
Plan the programme of activity in career guidance	
Brief and support teachers and tutors involved in career guidance	
Monitor delivery of career guidance	
Support tutors providing initial information and advice	

Manage the work of others, e.g. careers advisers	
Monitor access to, and take-up of, guidance	<i>Maintain records of personal career guidance interviews</i>
Ensure colleges and apprenticeship providers have access to students	
Manage the careers budget	
Manage own CPD and support the ongoing CPD of others	
Manage the provision of careers and labour market information	
Manage the careers section of the school's or college's website	<i>Keep the careers pages of the website up to date</i>
Liaise with PSHE/Personal Development Programme leader, and other subject/course leaders, to plan their contributions to career guidance	
Liaise with tutors, mentors, SENCO/head of learner support and heads of year to identify students needing guidance	
Refer students to careers advisers	<i>Notify students of careers interview appointments</i>
Co-ordinate encounters with employers and work experience	
Communicate with students and their parents	
Establish and develop links with FE colleges, apprenticeship providers and universities	
Establish and develop links with employers	<i>Maintain a database of employer contacts</i>

Negotiate a SLA with the local authority for support for vulnerable young people	
Commission career guidance services	
Manage links with the LEP and other external organisations	
Secure funding for careers-related projects	
Build a network of alumni who can help with the careers programme	