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.

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| **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 delivering career guidance |  |
| Monitor delivery of career guidance |  |
| Support tutors providing initial information and advice |  |

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| Manage the work of others, e.g. careers advisers |  |
| Monitor access to, and take-up of, personal career guidance | *Maintain records of personal career guidance interviews* |
| 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 | *Keep the careers pages of the website up to date* |
| 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 | *Notify students of careers interview appointments* |
| 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 | *Maintain a database of employer contacts* |

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| 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 |  |