

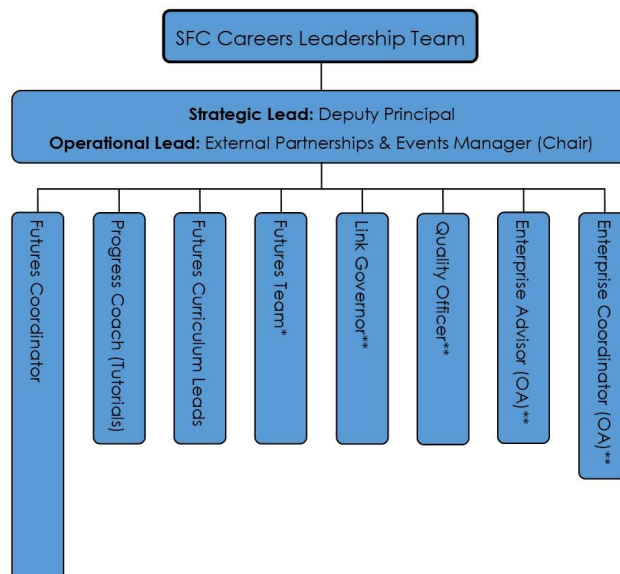
Annex A - Careers Leadership Team
Include roles and responsibilities for each
Include Futures Zone structure and roles and responsibilities

The College's Careers Leadership Team (CLT) will take effect from September 2019.

It is proposed that this group will meet half termly and their terms of reference will include:

1. Responsibility and accountability for the planning, coordination and delivery of the College's Careers Strategy ensuring the careers programme is effectively operationalised .
2. Eight Gatsby Benchmarks are delivered across all six Progression Pathways and within the tutorial programme.

The proposed membership and roles and responsibilities of this group include are below:



*See below for structure of the College's Futures Team

**Members not expected to attend all meeting - attendance by invitation

SFC Careers Leadership Team (CLT)

A key role for the CLT is to coordinate the work of everyone involved in the leadership and management of the careers provision in College and will bring together all of the key operational leaders on CEIAG in college.

Strategic Lead: is the college named Careers Lead with strategic responsibilities and a member of the College Senior Management Team. They are responsible for the effective strategic leadership of the Colleges careers strategy ensuring the colleges more junior careers leaders oversee its successful delivery.

Operational Lead: is the college named Careers Leaders with strategic and operational responsibilities of the Careers strategy including the leadership of the College Careers Leadership Team. Ensuring the college careers strategy and entitlement is offered to all students. Responsible for the tracking and monitoring of in year intended destinations and end of year college destinations report

Futures Team (See below)

Futures Coordinator: Is responsible for day-to-day operational leadership of the Futures Team and coordination of the careers programme.

Futures Curriculum Leads (Curriculum): The Futures Curriculum Leads are responsible for co-ordinating the planning and delivery of a careers guidance plan for a pathway. They ensure students are provided with a planned and coordinated range of activities that will enable them to deal with choices and transition related to their future education, employment and life. Working closely with the Futures Team they will be responsible for monitoring curriculum progress in relation to links with employers and work experience.

Progress Coach (Tutorials): Are responsible for coordinating the planning and delivery of a careers guidance delivery plan for their tutorials. They should provide students with a planned and coordinated range of activities that will enable students to deal with choices and transition related to their future education, employment and life.

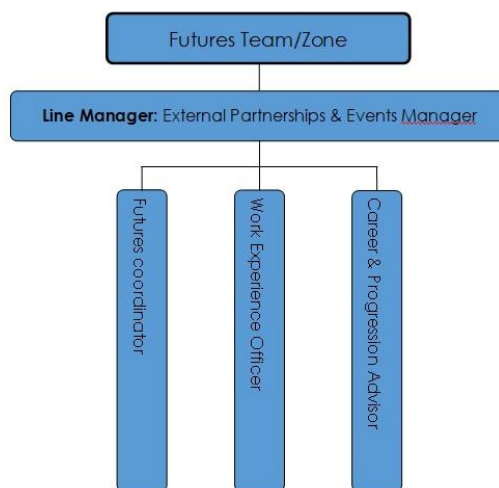
Link Governor: Governors of any college are legally responsible for, amongst many things, ensuring the organisation carries out its duties with regard to delivering CEIAG to all pupils. As Link Governor they will take a strategic interest in CEIAG and employer engagement.

Quality Officer: Careers Guidance should be monitored and evaluated regularly. The Quality Officer will support the CLT in carrying out student

surveys to assess student satisfaction of the quality of the careers provision as well as areas for support and engagement for students.

Enterprise Advisor (External Role): A volunteer from business who will work with the CLT to drive improvements in the college careers provision with specific reference to employer encounters and work placements.

Enterprise Coordinator: Providing the college with a local source of expertise and support for our careers provision.



- **Futures Coordinator** - is responsible for day-to-day operational leadership of the Careers service and coordination of the careers programme.
- **Careers & Progression Advisor** - is employed via the local authority and provides all students with high quality impartial IAG for students progressing to FE, HE or into apprenticeships or employment.
- **Work Experience Officer** - provides specialist support on organising work experience opportunities, insights and encounters with the world of work. This includes Industry Placements for extended work placements for students to build capacity for the delivery of industry placements in preparation for the T levels in 2020.
- **T Level Industrial Placement Coordinator** - works with students on T levels to organise extended industrial work placements; they are responsible for building capacity for the delivery of industry placements in preparation for the T levels from 2020.

Futures Zone

Based in the first floor pod, the "Futures Zone" will stock a wide range of resources and careers literature including HE prospectuses, apprenticeship literature, open event information and work experience opportunities. Students can also access information online via the Colleges online intranet (MySFC/Cedar) at any time. The Futures Zone will be easily accessible to students and is open Monday to Friday 8.30am -4.30pm. Students are able to book appointments to discuss their careers options or drop-in for advice.