

Career Leader Induction Pack

Category	Resource
A good place to start	The Careers and Enterprise Academy The home of learning content providing opportunities to build foundational knowledge as a new Careers Leader and develop deeper skills, including using digital tools to drive impact, and how to engage parents/carers in careers. ▪ Careers Leader: Induction, 120 minutes
Support from your Careers Hub	▪ MoU and support from your Careers Consultant ▪ Support using Compass+ and its associated tools/features ▪ Hub Schools and College Newsletter ▪ Build your network ▪ Communities of Practice
Understanding my role	▪ How many hours a week are allocated to you to do the CL role? ▪ Who line manages you for the CL role? Do you have an agenda for your meetings with your line manager to drive the direction and what your priorities are? ▪ Four key components of the CL role: Leadership, Management, Coordination, Networking
Understanding the statutory guidance	▪ The requirements are covered in these 'at a glance' docs. The Gatsby Benchmarks provides a framework of good careers provision ▪ Legislation ▪ At a glance guides for schools, colleges and ITP's ▪ The Gatsby Benchmarks ▪ Provider Access Legislation
Understanding your school/college	▪ Access your school/college Compass+ account to see your institutions previous self-assessments, careers programme and youth voice data ▪ Research how your institution currently engages with parent and carers Talking Futures – Parental Engagement ▪ Evaluate the level of knowledge and confidence your staff (teachers and support staff) have on a range of careers related topics ▪ Evaluate the feedback received from employers and other external stakeholders ▪ Complete a self-evaluation against the Gatsby Benchmarks ▪ Convene relevant staff to complete an internal leadership review ▪ Organise for relevant year groups to complete the Future Skills Questionnaire ▪ Consider completing a SWOT analysis ▪ Meet with your Careers Link Governor to discuss your findings: ▪ School governor guide ▪ College governor guide Use all of the above to identify what is going well and where the gaps are. This will then inform your strategic careers plan.

Writing a Strategic Careers Plan	- Your plan should link to your school/college improvement plan Careers leader training covers developing a strategic plan and implementing a careers programme Understanding how to create a strategic careers plan
Operational Plan (Careers Programme)	Your operational plan / careers programme should be tailored to the needs of pupils, sequenced appropriately, underpinned by learning outcomes and should also set out how parents/carers will be engaged throughout Suggested universal career-related learning outcomes
Gaining whole school buy in	- Identify key stakeholders in your setting and introduce your role. Example stakeholders involved in distributed leadership of careers can be found here - Take part in the Careers Impact System process - Present to whole school – career overview, plan, priorities and need for whole school approach - Present to SLT – guide for education leaders - Bitesize teacher CPD sessions – Gatsby benchmark focus, linking curriculum to careers, post 16 pathways Teacher encounters - Careers in the curriculum – How to embed Careers in the Curriculum - Introduce yourself to your marketing/communications officer (responsibilities may include updating the website, social media platforms, internal digital displays, printed flyers/leaflets) – how can they support you in your role and the promote the work you are doing?
Employer engagement	Build your network - Communication and networking are key. How much time do you have per week to keep on top of email/telephone comms? - Providing feedback/thank you's when they have engaged in an event
Diary	Planning is everything. Where do you write down the list of career events and activities for the academic year? Are these included in the whole school/college calendar, are they shared in the school/college newsletter so that parents/carers know what's coming up
Destination data	Good practice for schools - Data sharing agreement with your local authority – is there one already in place? - Do you have a spreadsheet/tracking document of intended and actual destinations? - How do you use your destination data to review your careers provision? - Is the destination data published on your website up to date?
OFSTED	Ofsted inspection guide - Is your website up to date? Website Audit Tool - Do you have an internal digital OFSTED folder with all your evidence?

