**CAREERS LINK GOVERNOR ROLE DESCRIPTION**

**Responsible to:** The Chair of the Corporation

**Term of Office:** Two years

**Appointment:** Appointed by the Corporation Board

**Membership:**  Independent governor

**Time Commitment:** Minimum 3 meetings per year plus any training/CPD specific to the role

**MAIN PURPOSE OF THE ROLE**

The provision of effective careers information, education, advice and guidance (CEIAG) is central to the effectiveness of the College in delivering its mission of making its learners ‘*the most employable, now and in the future*.’ The Board’s role is to ensure the College has a strategy in place to deliver excellent careers guidance and meet statutory requirements for the provision of work related learning and employer engagement. The Board also approves any careers related policies or statements.

The Careers Link Governor (CLG) supports the Board in fulfilling its responsibilities in relation to careers by:

* developing an understanding of the College’s careers education and employee engagement strategy and implementation of the College’s career guidance programme;
* supporting the Careers Leader by providing a link between the Board and College management/staff, and acting as ‘critical friend’ to College management on matters relating to careers guidance;
* championing careers matters with fellow governors.

**Key Responsibilities**

**Knowledge**

1. To keep abreast of local and national developments in careers guidance. To have a working knowledge or an interest in career guidance best practice.
2. To maintain an understanding of the College’s career guidance strategy and programme including the College’s progress towards and maintenance of the Gatsby Benchmarks.
3. To attend any continuous professional development appropriate to the role.
4. To attend relevant employer engagement and careers networking activities.
5. To have understanding of the College’s partnerships.

**Liaison with management and stakeholders**

1. To act as a ‘critical friend’ to College management on matters relating to careers guidance and encourage the College to follow the expectations set out by the Department for Education to constantly review and develop careers support for learners.
2. To meet termly with the College’s careers leader to gain understanding of the progress made in terms of best practice careers guidance. The meetings will include discussions on:
* College’s implementation of the careers programme including maintenance of the Gatsby Benchmarks and the Matrix Standard;
* progress towards the Quality in Careers Standard;
* internal and external evaluation/benchmarking of the College’s approach to careers advice and support;
* learner destinations and outcomes;
* ongoing collaboration with high schools and organisations in the provision of careers guidance;
* the College’s partnerships and engagement with local businesses and how this informs the local labour market and the College curriculum;
* how the College uses regional and national labour market information and labour market intelligence to inform decision making and promote progression;
* safeguarding and health and safety arrangements when learners take part in work experience activities.
1. The meeting provides an opportunity for the CLG to offer feedback on the College’s career policy, strategy and development plans for careers.
2. To meet with learners to discuss CEIAG and progression.
3. To meet with the College’s external assessors e.g. Ofsted and Matrix, to discuss Board and committee oversight of CEIAG.

1. To assist the Clerk and the Search and Governance Committee in ensuring the governor vacancies are communicated to the local business community.

**Governance arrangements**

1. To feedback at Quality and Standards Committee and Board meetings on:

- how careers education and guidance is contributing to the College’s strategic priorities;

- any matters arising from meetings with College management on careers.

**Supporting governors**

1. To act as an advocate and raise the profile of careers guidance by:
* supporting the Board’s understanding of its role in ensuring that statutory guidelines for the provision of careers guidance, work related learning and employer engagement for all learners are met;
* supporting the Quality and Standards Committee and Board in its period review and approval of the College’s Careers Advice and Guidance Statement;
* helping to improve Board and Committee oversight of careers guidance;
* supporting the Governing Body’s oversight of the College’s career guidance programme including it is delivered and evaluated;
* supporting the Governing Body’s oversight of learner destinations and outcomes.