

Careers link governor/trustee role description

Role purpose

Supporting young people to make informed choices about their future is an important responsibility for schools and their governing boards. Governing boards must appoint a governor or trustee to take leadership responsibility for their school/trust careers education and guidance.

The appointed governor/trustee should take the lead on monitoring the careers programme; however, the governing board retains collective responsibility.

If you govern as part of an academy committee (local governing body) within a multi academy trust, refer to your trust's [scheme of delegation](#) or seek advice from your governance professional (clerk to the board) to understand the expectations for careers education and guidance in your context. Your responsibilities are likely to vary from that of a local-authority-maintained governing body or trust board.

Main duties

1. Understand and support the careers programme in your school/trust

The careers link governor/trustee should be aware of the statutory duties that schools and their governing boards have in relation to careers guidance and education. It's also important to build an understanding of the provision in place in your setting and how it contributes to pupils' learning and career decision-making.

In practice this means that the careers link governor/trustees should:

- refer to Department for Education (DfE) [statutory guidance](#) for careers (page 13 sets out governing board expectations) – [NGA guidance](#) also provides an overview of responsibilities
- build a knowledge and understanding of the school or trust's careers education and guidance policy and strategic plans
- understand how careers education is built into the curriculum

- use data (such as nationally published information about the destinations to which students progress when they leave the school) to investigate trends, strengths and opportunities
- support and help to facilitate partnerships with local employers
- facilitate the appointment of individuals from the business community as governors/trustees or associate members

2. Work with the Careers Leader

Careers Leaders are responsible and accountable for the delivery of their school's career programme. The appointed member of staff should have a clear overview of careers education and guidance in the school/trust.

The careers link governor/trustee should:

- build an effective relationship with the Careers Leader that allows for appropriate support and challenge
- arrange regular meetings and monitoring visits with the Careers Leader to learn about the school or trust's context and how this influences the careers programme
- through discussion with the careers leader and other stakeholders, understand the extent to which the school/trust is meeting the Gatsby Benchmarks
- ensure the Careers Leader has received the training they need and is well supported to carry out their role

3. Report back to the board and keep them up to date

As the board's specialist on careers education, the careers link governor/trustee should:

- stay up to date on relevant guidance and policy, ensuring the board understand their statutory duties and are made aware of any changes to their responsibilities
- report to the governing board following monitoring meetings with the Careers Leader and any visits/interactions with staff and pupils
- ensure that the careers programme is given suitable coverage and prominence within the board's strategic discussions
- feed in to governing board discussions, ensuring that decision-making is based on a sound understanding of both the statutory duties and the school/trust-specific approach

We recommend that you [read our careers programme guidance](#) in conjunction with this role description. The guide sets out governing boards' duties and explains how [Gatsby Benchmarks](#) should be used as a framework to construct the careers programme.