



PolyMAT Link ACM for Careers Information, Advice & Guidance

Link ACM for Careers IAG role description

Role purpose

Supporting young people to make informed choices about their future is an important responsibility for schools and their Local Academy Committees. Local Academy Committees must appoint an Academy Committee Member (ACM) to take leadership responsibility for their schools careers education and guidance. The appointed ACM should take the lead on monitoring the careers programme; however, the Local Academy Committee, and ultimately the Trust board retain collective responsibility.

Link ACM for Careers IAG duties

Understand and support the careers programme(s) in the school

The Link ACM for Careers IAG should be aware of the statutory duties that schools and Trust 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 Link ACM should:

- refer to Department for Education (DfE) [statutory guidance](#) for careers (page 13 sets out board expectations) and/or [NGA guidance](#) for an overview of responsibilities;
- build a knowledge and understanding of the school's careers education and guidance policy and strategic plans;
- understand how careers education is built into the curriculum in the school;
- 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 ACMs/trustees or associate members.

Work with the Careers Leader(s)

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.

The Link ACM for Careers IAG should:

- build effective relationships 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'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 is meeting the [Gatsby Benchmarks](#);
- ensure the Careers Leader has received the training they need and are well supported to carry out their role.

Report back to the Local Academy Committee and keep them up to date

As the Local Academy Committee's specialist on careers education, the Link ACM for Careers IAG 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 LAC 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 LAC's strategic discussions;
- feed in to LAC discussions, ensuring that decision-making is based on a sound understanding of both the statutory duties and the school-specific approach;
- meet termly with the Lead Trustee for Careers IAG to provide feedback on their observations, in order that the Lead Trustee for Careers IAG can provide assurance to the Trust Board.