



Job Description for Careers Lead

Post: Careers Lead (full-time, maternity cover)

Line Manager: Head of Future Pathways

Start date: 02 November 2026

The Future Pathways Department

The provision for Careers and Higher Education guidance is extensive and has been acknowledged as contributing to the excellent provision at BGS in our recent ISI inspection report. The School sees this as a vital provision for enabling pupils to explore pathways beyond school, including supporting pupils in seeking universities and workplaces that will best meet their needs and aspirations. The Future Pathways Department is a vibrant place with much going on all the time.

BGS offers careers education and guidance from Year 8 upwards with an ever-increasing emphasis on the individual as progress is made through the School. Planning is currently being undertaken to extend this to Year 7 and our Junior School. Help and support with important decisions at the ages of 14, 16 and 18 is central to the work of the Department, along with raising awareness of the pathways available to pupils beyond school. A full and varied programme of events, coupled with appropriate individual guidance, means the needs of most students are met.

For more senior pupils an extensive programme of guidance is in place to allow them to make informed choices for destinations after school. Information and guidance is delivered to all pupils as part of the Wellbeing programme, while additional activities will include visiting speakers, practice interviews, off-timetable focused days, conferences and exhibitions, workplace visits, and more. All pupils have the opportunity to, and are encouraged to, make one-to-one appointments with the Department for further consultation and advice, and may occasionally be withdrawn from lessons when necessary to achieve this.

Most BGS students (approximately 160 in each year group) will choose to go to university, mainly to a broad range of UK universities, but a growing number are exploring universities further afield. Recent leavers have secured places to study in the Netherlands, Cyprus, Switzerland, USA, Canada and Japan. The Department fully supports these applications and it is anticipated that these will continue to grow in the coming years. Of equal importance are those students seeking to pursue a specialist performing arts course, an Art Foundation course, or apply to a competitive degree apprenticeship opportunity. The latter has seen a small but steady increase in applications as students consider all their options. A small number of leavers will go directly to employment.

In a typical year around fifty students will consider competitive applications to Oxbridge and Medicine, Dentistry and Veterinary Science (MDV) courses. The Department guides students through the application process and works with additional colleagues across the School with specific responsibility for supporting applications to these courses. This will normally involve guidance with university admissions tests, interviews, and other application requirements of such courses. Of these, typically 12 - 15 students will gain places at Oxbridge each year, with similar numbers for MDV courses.

The Department is located within the Sixth Form Centre, in a spacious office ideal for one-to-one consultations. There is also a dedicated private meeting room which can be used for online interviews and similar. A range of printed resources are available, although the majority of resources used are available digitally which pupils can access from their individual School iPads. Students in the Sixth Form make extensive use of Unifrog to aid their research and decision making, and the platform is progressively being launched to younger pupils to further increase engagement.

The School has excellent links with its alumni, Old Bristolians, and many are willing to return to support events and activities to share their experience and expertise. The School likewise has good links with local universities, industry and commerce, and is keen to develop this further so that many avenues continue to be available for students to explore.

Purpose of Job

The Careers Lead will promote the work of the Future Pathways Department and support the work of the Head of Future Pathways. An outline of the tasks involved follows but these should be seen as giving a flavour of how the postholder supports the students, rather than a definitive list.

Duties and Responsibilities

The following provides an outline of the principal expectations of the work of the Careers Lead:

- To assume the duties and responsibilities of the Head of Future Pathways in their absence.
- To collaborate with the Head of Future Pathways on the whole-school programme for careers lessons, taking a lead on content for Year 7-11 and designing and developing relevant learning resources as required. This should include raising awareness of all post-16 options to pupils, not just focusing on the academic route at BGS. Work with Heads of Subject to encourage and support the inclusion of Future Pathways-related information within subject lessons, schemes or work, or departmental displays.
- To deliver, in part or in whole, careers lessons to entire year groups, smaller groups and individual classes.
- Plan, coordinate and lead on a Future Pathways event for Year 10 pupils in the summer term.
- To be available for consultations with pupils from all year groups as requested.
- To be responsible for the creation and distribution of the weekly Sixth Form Future Pathways Bulletin and regular communications for other year groups
- To be responsible for arranging and scheduling practice interviews for senior pupils.
- Collaborate with the Head of Future Pathways to ensure that pupils have opportunity to experience work-related learning, work shadowing, or similar as appropriate.
- Assist the Head of Future Pathways in providing advice, guidance and support regarding UCAS applications to Sixth Form students, their tutors, and their families.
- Support the review and submission of students' UCAS applications in a timely manner, in accordance with current School procedures.
- To support the Department's use of record keeping and destination tracking to improve effectiveness of advice and guidance.
- To be present at, and support, daytime and evening Future Pathways activities, events and trips as required. E.g., practice interviews, UCAS Discovery exhibition, parent and guardian information evenings.
- Liaise with the Development Office regarding opportunities to involve Old Bristolians in various elements of the programme to enhance provision.
- Work with external organisations to establish, maintain and promote opportunities for pupils.
- To remain current and competent with career information, advice, and guidance.
- To attend training and professional development opportunities as required for the post.
- Any other task or activity as reasonably requested by management.
- Conforming to the Staff School's Code of Conduct.
- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Experience of supporting young people to explore future pathways in a school, college, or higher education setting
Experience of delivering a programme of career education and guidance lessons in a school, college, or higher education setting
An understanding of the UK university marketplace
Experience of using careers-related software packages, such as Unifrog

The following list outlines the further qualities, skills, and experiences, including some specific to this role, that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Experience of delivering careers guidance in a school similar to BGS
Experience of supporting international university applications
Experience of supporting applications to Oxbridge, law courses, and medicine, dentistry and veterinary science courses
Experience of overseeing a workplace visit programme or similar
A qualification in careers guidance, such as the Level 4 Career Information and Advice Diploma or Level 6 Career Guidance and Development Diploma..
An understanding of national career guidance requirements, eg Gatsby benchmarks
Good IT skills, including development of web-based information
Ability to multi-task and manage your own priorities and workload
A self-starter who is motivated and shows initiative
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A well organised and resourceful approach to their work and have the ability to meet deadlines
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">● Motivation to work with children and young people● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with any challenging behaviour● Professional attitudes to use of authority and maintaining discipline● Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours

This is a full-time post (40 hours per week) covering a maternity leave, term-time plus additional time during school holidays which must include the public examination results days in August. Additional hours for applicants with suitable teaching qualifications can be discussed at interview.

The School's normal core working hours are 8.30am to 4.00pm, with 30 minutes unpaid lunch break Monday to Friday. The exact working schedule will be agreed with your line manager, but must include Friday mornings. There will be the requirement through the academic year to work outside the School's core working hours, such as practice interview evenings or whole-School events (typically 3-4 per term).

As with all maternity cover there is uncertainty as to how long the post will extend, however, a minimum of six weeks' notice of the end of this post will be given.

Salary

Competitive salary offered, dependent on experience.

Pension

The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. The School also offers an alternative defined contribution pension scheme (APTIS).

For support staff, the School will automatically enrol support staff into a "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.

Lunch

School lunch is provided during term time.

Education

At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.

Car Parking

No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is 24 June 2026.

Interviews are currently planned for 30 June 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.