



## Job Description

<b>Job Title</b>	SGS College Careers Advisor (Bristol Campuses)
<b>Department</b>	SGS Careers and School Services
<b>Reporting to:</b>	Head of Careers and School Services
<b>Purpose and Background of the role</b>	
<p><b><u>Purpose and Context</u></b>            Excellent Careers advice and guidance is a key component of SGS College's students' academic success and progression. The service commands a high profile across our campuses and is a growing department of experienced Level 6 practitioners.</p> <p>With the new Ofsted framework for inspecting Careers Education (November 2025) and the revised Gatsby Benchmarks (November 2024), there is step-change in the recognition of the Careers practitioners' vital role in creating good outcomes for all Post-16 students .</p> <p>A Level 6 post has arisen at our Bristol Campuses (Filton, WISE and Queens Road).</p> <p>As part of a very dynamic, friendly and flexible Careers Team, you will:</p> <ul style="list-style-type: none"> <li>• be an outstanding communicator and empathetic listener, with a passion for continuous improvement to students' ability to navigate their next steps</li> <li>• co-design and deliver a creative and engaging range of professional careers education, information, advice, and guidance (CEIAG) activities, developing digital resources and tools and offer one-to-one guidance and group sessions to students.</li> <li>• have IT skills (Word, Excel) of a high level, including the ability to communicate appropriately through social media.</li> <li>• maintain consistently high standards across all areas of internal CEIAG practice and occasionally support the up-skilling of curriculum staff on the careers and progression aspects of the students' My Future Plan, curriculum and career pathways.</li> <li>• an integral member of a growing Career Professionals' team of 10. A comprehensive package of continuous professional development via termly peer meetings and conference attendance will be made available to you. SGS is also a pro-active partner of the West of England Careers Hub, and the post holder will directly benefit from the career professional development (CPD) that this offers.</li> </ul> <p><b><u>Background</u></b>            The college serves 3,500+ full-time Further Education students 16-19 years, including a thriving sixth form centre of 350, 450 Apprentices (Level 2 -6) and 200 Foundation tier learners. We also have as growing 14-16 years provision of over 200, primarily for Home-schooled students entering publicly-funded education.</p> <p>SGS's University Centre prides itself in being in the top 10% of HE Institutions in England for employability and progression onto further studies It currently has 400 HE students in 20+ disciplines, accredited with the University of Gloucestershire, and annually expands its HE courses and facilities.</p>	

SGS achieved “Good” overall in its Ofsted inspection (January 2024), with the Careers department gaining an outstanding grading as part of the College’s personal and social development service to its students.

Careers guidance is an integral factor in maintaining these standards.

#### **Key Tasks / responsibilities:**

To provide impartial, information, advice and guidance to prospective, existing and transitional learners.

To assist with job applications/CV/job search skills/work- based training; conducting mock interviews.

To support the Head of Careers in training and upskilling staff to provide front-line careers information and advice (linked to students’ My Future Plan) and appropriate referral to the careers advisory team, to ensure effective, personal CEIAG is offered to all learners.

To support the continuing development of Artificial Intelligence-based Career-related support, via our Microsoft Copilot platform and other emerging technologies

To identify clients’ interests, skills and abilities, using computer guidance software

To provide e-mail, phone and online information and guidance

To share good practice with Careers Advisors across the SGS Multi Academy Trust group including both internal and the external Careers Advisors working in schools, to ensure a consistent, high quality service is provided.

To undertake peer mentoring when required.

To liaise with external organisations such as the Business West, National Careers Service, UCAS, the National Apprenticeship Service and Local Enterprise Partnerships.

To support relevant events such as open events and cross-college tutorial and enrichment days, and some external events.

To work collaboratively with the team to ensure that all Careers resources are relevant, up-to-date and sufficient for the needs of all clients.

To support the monitoring and evaluation of the College Careers Service against agreed service standards (Matrix and Compass), make recommendations and implement any areas of improvement to ensure excellent customer care.

To liaise with employers, training providers, colleges, other schools and HE institutions to provide accurate information.

To abide by Career Development Institute (CDI) code of ethics surrounding confidentiality and data protection.

To undertake relevant Continuous Professional Development

To keep up to date with Occupational and Labour Market Information.

To deliver talks, tutorials and group work as and when required.

To support the development of efficient and innovative digital technologies that will enhance careers education and guidance.

To keep abreast of college provision and in-house entry requirements.

To maintain an understanding of student financial support in FE and HE (England)

To contribute to an 'Annual Careers Report' on a timely basis to measure the impact of the service on students' awareness of opportunities and ability to make career choices in accordance with the College's self-assessment cycle.

To contribute to the evaluation and development of services across the College as part of the College's ongoing self-assessment cycle

To manage project work as directed by line management team.

To undertake any other duties and responsibilities and/or special projects commensurate with the grade of post.

#### Role Dimensions

Measured by students' feedback on improved levels of confidence and satisfaction in making high quality, informed decisions

Performance is measured by the annual appraisal process and anonymous student surveys

#### Key Interfaces

- Head of Careers
- Heads of Department, Teaching and Support Staff.
- Career Advisor Team (Cross-College and Schools).
- Employers
- Learners / Parents / Carers.

#### Supporting College Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.
- Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
- Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety.

#### Measurable Performance Standards for this role

- Ensure comprehensive coverage of service to all learners.
- Ensure efficient and effective learner feedback systems are in place.
- Ensure services standards are in place and timescales for responding to requests for information and data availability are in line with College Policies and Procedures.

#### Level of Disclosure and Barring (DBS) disclosure required

- Enhanced

#### Author and Date

John Walker June 2026

#### Job Evaluation (HR Completion)

Score	Profile	Level

For an informal discussion regarding the post prior to application please contact our Head of Careers at: [john.walker@sgscol.ac.uk](mailto:john.walker@sgscol.ac.uk) 07539348527

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

## Careers Advisor - Bristol and WISE Campuses (2025)



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Level 6 Diploma in Careers Guidance Advice and Guidance or equivalent (or working towards)	✓		Application form
Experience and knowledge of coordination/management of staff.		✓	Application and interview
Minimum of a Foundation Degree or equivalent	✓		Application form
<b>Experience and knowledge</b>			
Knowledge and experience of Careers resources and/or services and providing support to enable clients to access learning or work	✓		Application form/interview
Experience of working in a School or Further Education sector	✓		Application form/interview
Experience of working with SEND Students		✓	Application form/interview
Experience of gathering, collating and analysing data and report writing	✓		Application form/interview
Experience of working to deadlines	✓		Application form/interview
Experience of working with the general public	✓		Application form/interview
<b>Skills and abilities</b>			
IT Literate (especially proficient in the use of Excel and Word)	✓		Application form/ test at interview
Excellent interpersonal and organisational skills	✓		Application form/interview
<b>Essential College attributes</b>			

Criteria	Essential	Desirable	Assessed by
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form
Willing to be available at peak times of the year for enrolment guidance needs, i.e. Start and end of terms and from mid-August to end September for main enrolment	✓		Application form/ interview
Willing to travel between campuses	✓		Application form/ interview