



JOB DESCRIPTION

Job Title:	Director of Higher Education & Careers	Department:	Sixth Form
Hours of Work:	Three or four days a week, term time. Plus, additional time around results days in August.		
Responsible To:	Head of Sixth Form	Responsible For:	Head of Oxbridge, Careers Advisor and MDV Advisor

Summary of Role:

- To provide first-rate career and higher education advice to students that will support and encourage them in exploring the pathways open to them beyond Woldingham School, as well as supporting them to develop the skills needed to reach their careers goals.
- To promote and champion careers and higher education through the development of a careers programme for all students from Year 7 to Upper Sixth, to be delivered through the THRIVE (the School's PSHE programme), workshops and training sessions, visiting speaker events and workplace visits.
- To lead the school university admissions process, including the processing of applications for both UCAS and overseas institutions.
- To develop a strategic direction for HE and Careers in conjunction with Head of Sixth Form and other members of SLT.

Specific Responsibilities:

Personal Development & Career Exploration

Work with the Careers Advisor to:

- identify skills, interests and abilities that match career paths and build knowledge of how to achieve specific career goals.
- initiate and organise one-to-one guidance sessions for Year 11 and Year 12.
- ensure that students and parents are well informed about A level options and the implications for future study and careers through THRIVE, tutor group sessions, assembly talks and attendance at Year 11 and Lower Sixth parents' evenings.
- develop a careers curriculum from Year 7 upwards, liaising with the Head of THRIVE to schedule and deliver it.
- support subject-related careers visits and workshops in conjunction with heads of academic departments.
- promote and support 'Careers in the Curriculum' (Gatsby benchmark 4).
- organise the Morrisby profiling programme, including arranging one-to-ones with external consultants.
- arrange interview practice for students facing university interviews, workplace interviews or assessment centres.
- promote and develop employability skills through a school-wide programme, developed in conjunction with SLT.

Higher Education Leadership

- To run the UCAS programme, providing UCAS guidance to Sixth Form students and processing UCAS applications.
- To run the overseas university application programme, supporting students and coordinating and delivering on the school's administrative requirements.

- To line manage the MDV, Oxbridge and Careers coordinators.
- To deliver CPD to Sixth Form tutors and wider staff body in relation to supporting UCAS applications.
- To compile higher education destinations data for governors.
- To compile regular progress updates on UCAS applications for the Sixth Form team.
- To maintain records of student interactions in Unifrog and identify gaps in student progress and participation.
- To support students and parents around results days in August

Event Management

- To organise and deliver higher education events, such as the Higher Education Information Evening and Higher Education Conference, as well as university talks and webinars; these events may often occur outside normal working hours.
- To organise careers events such as talks, panels, careers fairs and networking events and workplace visits, liaising with Development Team for parents/alumnae contacts where appropriate. Such events will often take place outside of normal school hours.

Networking, Partnership and Promotion

- To use social media to source and promote information about careers and HE opportunities for students, as well as promote careers and HE provision at Woldingham.
- To keep up to date with national developments through social media, conferences, training opportunities and government policy announcements.
- To liaise with academic staff and other departments such as: Admissions, Marketing and Development to develop, promote and champion outstanding careers and higher education provision.
- To build networks with university contacts and external HE specialists, as well as contacts in affiliated schools.
- To liaise with Marketing to promote successes (e.g. Oxbridge offers, essay competitions, acceptance on competitive internship programmes), including writing copy for the school website and social media feeds.
- To support the Head of Sixth Form in promoting student retention at the end of Year 11 via events such as 'Taster Days'.
- To curate a Careers and Higher Education online space to provide guidance, resources and information on Careers and HE opportunities.

Professional Development

In addition to contributing to professional development of teaching staff relating to matters of higher education and careers, the successful candidate is expected to have a firm commitment to self-improvement, attending conferences and webinars, reading and researching the latest developments in the field and developing professional networks to order to ensure a dynamic and well-resourced department fit to support our students in achieving their aspirations.

The School would be willing to support the successful candidate in pursuing Level 6 QCF in Career Guidance and Development or Level 7 Qualification in Career Development.

Future Developments

The successful candidate will be based in the Futures Hub of the new Sixth Form Centre building, opening in Autumn 2023

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Experience of delivering careers, university and UCAS advice to pupils. • Strong understanding of the careers market, the routes and options open to individuals. • Strong understanding of higher education and the courses available for career choices. • Understanding of the latest thinking on employability skills and what employers are looking for at school leaver and graduate level • The ability to write reports, keep accurate records and communicate effectively, courteously and concisely. • Strong public speaking skills • Ability to effectively carry out research. • Fluent and accurate written and spoken English. • Excellent ICT Skills 	<ul style="list-style-type: none"> • Level 6 QCF in Career Guidance and Development or Level 7 Qualification in Career Development (although support may be given to candidates without the qualification to work towards this) • Experience of working in an independent school • Experience of using Morrisby or similar profiling platform • Experience of using Unifrog • An understanding of procedures and legislation relating to confidentiality and the use of personal data. • Experience of advising students on overseas university applications
Personal Behaviours	
<ul style="list-style-type: none"> • Outstanding communication skills • Creative thinker with strong planning and organisational skills • Outstanding networking skills • Ability to build and maintain collaborative relationships with external and internal groups • Ability to work independently and as part of a team 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	