



## Job Description: Deputy Director of University Access

### 1. General Responsibilities

- The Deputy Director of University Access will be responsible for preparing Sixth Form students to make applications to the country's most prestigious universities, offering bespoke guidance and support to enhance their chances of success. This will involve fostering existing relationships with a wide range of external partners and building many more.
- As part of Brampton Manor Trust's commitment to inspiring academic excellence across all year groups, the post holder will also be responsible for developing and leading a programme for groups of highly able primary and secondary school students. This 'stretch and challenge' programme will run in tandem to the normal school curriculum, enriching students' education well beyond the confines of what they learn for exams.
- As a central member of the Sixth Form management team, the Deputy Director of University Access will contribute to the overall leadership and management of the Sixth Form by contributing to a range of other aspects of Sixth Form life, including the admissions process into Year 12.

### 2. Specific Responsibilities

- a. To coordinate an extensive programme of internal and external academic enrichment to best prepare students for applications to highly competitive universities, including Oxbridge.
- b. To provide bespoke guidance and support on students' university applications, including course choice and personal statement advice, to Oxbridge level.
- c. To organise (and deliver, where appropriate) training for university admissions exams, including medical school and Oxbridge.
- d. To promote and coordinate student applications to university summer schools and insight programmes, including the Cambridge Shadowing Scheme, UNIQ Oxford and Sutton Trust Summer Schools.
- e. To develop a comprehensive programme to prepare students for university from the start of Year 12, including coordinating visiting speakers and initiatives such as the Year 12 independent research projects.
- f. To utilise the experience of Brampton alumni in guiding current students with university and careers choices.
- g. To work with highly able students from all year groups to organise and lead university style academic seminars and workshops around your own subject interests.
- h. To work with selected students from disadvantaged backgrounds across the primary and secondary phases to develop their readiness for future applications to elite universities.

- i. To lead on the planning and delivery of trips to universities across the UK for all year groups to inspire and inform students about future pathways.

## **Person Specification**

To apply for this position, applicants must:

### **Essential**

- a. Be a highly qualified honours graduate with a track record of achievement and ambition.
- b. Have a desire to make a tangible difference to the life chances of highly able and motivated young people.
- c. Demonstrate a comprehensive understanding of the contextual and academic requirements for making successful applications to the most prestigious universities, including Oxbridge.
- d. Have the ability to inspire others: both colleagues and students.
- e. Be detail-oriented, able to prioritise and work well under pressure and demonstrate a high degree of administrative efficiency.
- f. Be a highly effective communicator in both the spoken and written word.
- g. Have excellent interpersonal skills.

### **Desirable**

- a. Be enthusiastic
- b. Be adaptable with an appetite for new challenges
- c. Have a good sense of humour