



JOB DESCRIPTION	
<b>Post Title</b> Higher Education Coordinator	<b>Grade</b> SO1 Term Time + 3 (42 weeks per year) 35 HPW
<b>Department</b> Sixth Form	<b>Responsible to</b> Director of Learning, Sixth Form
<b>Role Summary</b> <p>To lead the school's efforts to raise students' aspirations in relation to higher education, careers and options post-16 and post-18; to manage the post-18 university application process and to ensure that students, staff and families receive appropriate information, training and support to complete this process successfully; to track student progress in the Sixth Form and support on targeted interventions with internal and external support.</p>	

## **DUTIES & RESPONSIBILITIES**

- To support on embedding the school's policy of providing a cohesive programme of Information, Advice & Guidance (IAG) across the school for students, families and staff.
- To manage the post-18 application process:
  - To act as the key contact between UCAS and the school
  - To plan, publicise and manage an annual timeline for applications
  - To collate references from subject teachers and tutors
  - To check applications before they are sent off
  - To monitor university offers and take-up by students in order to compile an annual review and analysis of the process
  - To coordinate A-Level results day and guide students through the Clearing process
- To direct a programme of IAG in collaboration with Year Team Leaders across Key Stages 3 and 4, including devising resources.
- To manage alumni relations and utilise these to enhance student aspirations.
- To track student progress in the Sixth Form in order to encourage aspiration and support on targeted interventions with internal and external support in order to ensure students achieve their potential and required grades for chosen course.
- To develop links with HE partners to support and guide students (and staff and families) in applying to university through organising:
  - Trips and visits
  - Visiting speaker programmes
  - Workshops
  - Master classes
  - Summer schools
  - Internships
  - Extended work placements
  - Identify Funding Streams
  - CPD and curriculum enhancement for subject departments

- Scholarships and bursaries for students
- To work with the External Links Manager, Director of Learning and Heads of Year 12 and 13 Learning to plan an annual enrichment programme for year 12 & 13 students
- To coordinate the Extended Project Qualification
- To be a member of the sixth form management team
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post. The postholder may be required to supervise sixth form study sessions on some weekends.

### **Training**

The post-holder will be required to undertake training as required to be effective in carrying out all duties.

### **General**

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

*This Job Description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time, after consultation.*

### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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**Signed:** \_\_\_\_\_  
**Post holder**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Headteacher**

**Date:** \_\_\_\_\_

Person Specification for the post of <b>Higher Education Coordinator</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding and appreciation of the ethos and values of the sixth form at St. Paul's Way Trust School</li> <li>• Working knowledge of the UCAS application process</li> <li>• High standard of written English</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• GCSE English and Math's A* - C</li> <li>• NVQ III or equivalent</li> <li>• Experience of working in a secondary school environment</li> <li>• Experience of writing and/or editing formal written material</li> <li>• Excellent IT skills including using Microsoft Word, Excel and Publisher, email and the internet.</li> <li>• Highly developed organisational skills and the ability to work to deadlines</li> </ul>
<b>Leadership and Management Framework</b>	<ul style="list-style-type: none"> <li>• The ability to establish and maintain effective working relationships with parents, students, teachers and other members of staff</li> <li>• The ability to devise and implement a programme of activities for student to improve opportunities and raise aspirations</li> <li>• To be able to work a flexible day both during the term and the vacation.</li> <li>• The ability to keep written records</li> <li>• A willingness to undertake training to ensure that the role is effectively carried out</li> <li>• A commitment to the LA's Equal Opportunities Policy.</li> <li>• A commitment to ensuring every student achieves his or her very best</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• A satisfactory Enhanced DBS disclosure</li> </ul>