# Job Information

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| **Job Title:** | Head of University Admissions and Guidance |
| **Department:** | Upper School |
| **Line Manager’s Job Title:** | Head of Upper School |

1. **II. Job Specification**

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| **Responsible to:**  Working for the Head of Upper School (HoUS) in promoting, evaluating, coordinating and developing the aims and standards of Haileybury Almaty within the Sixth Form. They are responsible for ensuring that pupils are supported in their learning journey, setting the highest aspirations, including their preparation for university in terms of careers guidance and support in university applications. They are accountable for the promotion of the Sixth Form at Haileybury Almaty both in the internal and external community. | |
| **Team** **Responsibilities:**  The Head of University Admissions and Guidance is expected to work collegiately in order to share good practice, ideas and resources. They will meet regularly with housemasters as well as the Head of Upper School and Head of Sixth Form. | |
| **Key Tasks and responsibilities** | |
| **Key areas of accountabilities** | **Main duties & responsibilities to support achieving accountabilities** |
| 1. General | * Actively promote and develop the ethos of the school. * Lead by example in all professional matters ensuring that all students observe matters such as dress, punctuality and attendance. * Actively establish good relations with parents and visitors to the school. * Support and attend all major school events. * Participation in CCAs as agreed with the HoUS and the delivery of careers advice and university guidance to pupils * Take a fair and appropriate share of duties. * Participate fully in House activities. * Participate in Expeditions and Visits as required. |
| 2. Leadership | * Be an outstanding role model, setting high personal expectations of subject teaching, professionalism, professional development and administration. * Provide the sixth form with clear goals and targets that are consistent with and reflect the Haileybury Almaty’s mission statement, HAL school-wide development targets requirements. * Lead with the Head of Sixth Form the development of Haileybury Sixth Form * Identify priorities for improvement and implement plans to achieve this in conjunction with the Head of Upper School * Promote a positive culture within the sixth form ensuring that all students are stretched and challenged, enjoy and value the sixth from curriculum and guide them to realise their aspirations in higher education. * A Level Scholarship Policy: * Periodically review and recommend adjustments to Headmistress on the A Level Scholarship Policy. * Advise on the selection process for future A Level Scholars. * Monitor Scholars’ progress in the A Level programme and provide guidance as described in the A Level Scholarship Policy. |
| 3. Curriculum Matters | * Strive for outstanding learning and teaching for all students in all lessons offered by the sixth form in terms of careers guidance, preparation for university, electives, epistemology etc * Maintain the Unifrog software and offer guidance to pupils, staff and parents on this. * Work with House Tutors and other teaching staff to prepare, approve and submit Teacher Letters of Recommendation for pupils applying to US universities and references for other world universities including in the UK (UCAS) * Provide recommendations to Headmistress on improving the school’s support for university applications. * Monitor progress of all students to check they are on course to attain university places in consultation with housemasters and maintain an updated database on university applications. * Liaise with Language and Learning Department on the preparation of pupils for IELTS and/or TOEFL. * Maintain annual Programmes of Study and detailed Schemes of Work for all courses in the sixth from guidance course, as well as careers programmes. Update and review these in the light of practice (all schemes should be updated on a yearly basis). * Provide students with the information they need at the start of the course, including an outline of the whole year so they can effectively read ahead and prepare fro the next stage of their education * Write curriculum and university guidelines and information for parents and pupils * Seek to maximize opportunities with university visits and speakers e.g. fieldtrips, visiting speakers, the British Council |
| 4. Assessment | * Monitor student progress against school Personal Targets Grades (PTGs), in consultation with housemasters to ensure they are on track for their university applications. * Fully analyse examination data with reference to PTGs, CAT4 predictions, teacher predictions, previous results, results across the UK and any other relevant data sources. * Write a report to the Governors annually on student applications and destinations. |
| 5. Resources and budget | * Carry out an annual stock take of textbooks and equipment, liaising with relevant administrative staff regarding improvements, replacements and purchases. * Be responsible for the departmental budget reviewing on a monthly basis, keeping records of all purchases and planning how the budget is spent. * Maintain and develop central resources ensuring they are available to all staff through a Virtual Learning Environment (VLE). |
| 6. Personnel | * Nurture a culture of team collaboration within the sixth form * Contribute to sixth form Professional Development and put forward recommendations to both the US DoS and SLT for relevant training for individuals and/or groups within the sixth form   . |
| 7. Collegiality | * Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. * Supervise students during non-period time as determined by the duty rota. * Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Haileybury Almaty. |
| 8. Sixth Form promotion | * Raise the profile of the sixth form within the school using displays, the newsletter and website, trips, assemblies, Parent Partnership Programme (PPP) internal and external competitions / events and any other means possible. * Engagement with Universities and Professional Organisations: * Develop rapport with educational agencies and organisations relevant to the school’s needs for world university applications guidance. * Liaise with world universities and educational organisations on visits, fairs or cooperative efforts with Haileybury Almaty. * Promote awareness of Haileybury Almaty among prestigious universities. * Attend professional conferences held during the academic year for university counsellors when scheduling permits. Disseminate information back to parents and pupils and deepen links with elite universities and schools. * Contribute to school events to encourage pupils and parents to remain through to the upper sixth and complete their Haileybury journey to elite universities. * Provide information for the A-Level and University Preparation Booklets and any other curriculum information requested by the DoS. |
| 9. Welfare and Discipline Matters | * Write and maintain relevant records for individual student files and write reports. * Lead Personal Development (PD) tutorial sessions * Communicate and consult with parents. * Participate in, and document, meetings for any of the purposes above. * Participate in the maintaining of high standards of behaviour and dress of students in the classroom and in all school locations and activities. * Follow Haileybury Almaty policies with regard to the health and safety of students both on and off the school premises when students are under the school’s jurisdiction. * Take interest in students in curriculum and co-curricular activities and around the school environs so that they feel noticed, valued and cared for. |
| 9. Co-Curricular Activities | * Supervise and coach students in the Co-Curricular Activities (CCA) programme and the co-curricular sports and performing arts programmes. * Organise the logistics associated with these programmes as they relate to transport and accommodation. |
| 10. Professional Development | * Participate in the annual Professional Performance Review. * Participate in school-wide CPD initiatives. * Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. * Seek advice from line managers with regard to professional development and career paths. * Take full responsibility for areas that may be reviewed in a full school audit. |
| 11.Child protection,  Safeguarding and  Health & Safety | Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.   * Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; * Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere; * Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. * Report all causes for concern to the Designated Senior Lead; * Provide thorough risk assessments as required prior to activities and trips. |

1. **Relationships**

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| **Key Relationships:**  Internal   * Head of Sixth Form * Directors of Studies, * Senior Housemaster, Housemaster / Housemistress, * Academic Support Team. * School Leadership Team * Class Teachers * Assistant Teachers * Specialist Teachers * Administration Team * Pupils |
| External   * Parents |

**III.** **Person** **Specification**

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|  | **Essential** | **Desirable** |
| **Behaviours** | * Upholding the Code of Conduct and Haileybury Almaty vision * Self-motivated and hard-working * Well-organised * Creative * Willingness to offer co-curricular activities | * Willingness to learn and adapt * Willingness to be involved in working groups |
| **Skills** **and** **Knowledge** | * To be able to demonstrate high quality teaching to EAL students * Outstanding relationships with students and staff members which promotes excellent classroom discipline and attainment * Ability to work in a way that promotes the safety and well-being of children. * Effective communication and engagement with children and their families. | * Open to exploring innovative approaches from across the educational field * Subject knowledge sufficient to challenge able students and achieve high outcomes * Knowledge and understanding of positive disciplinary methods. * Knowledge and understanding of child development and its impact on behaviour |
| **Experience** | * Experience of designing and delivering exciting, challenging and personalised lessons * Experience of leading or supporting leadership of a department or providing support to a school/department | * Teaching experience in a British /International School * Evidence of involvement in transformational change within a department. * Have taken a lead role in organising and implementing co-curricular activities. |
| **Qualifications** | * A specialism in a relevant subject | * Evidence of involvement in relevant CPD |