



# Job description

Updated 11/2020  
For review January 2022

## Head of University Guidance

Responsible to the Senior School Leadership Team

### General Responsibilities

- Developing a strategic view for the careers and university guidance which supports the vision, ethos and policies of the school.
- Monitoring, evaluating and developing careers education and university guidance across Key Stage 3,4 and 5.
- Overseeing a robust, comprehensive university and career guidance programme, throughout the senior school
- Work with key stakeholders in the development of a team of experts in University guidance, including a nominated teacher from each department
- Organising and developing opportunities for students to interact with Universities face to face, through visits or University fairs
- Monitoring and reporting the progress made towards achieving senior school targets and objectives and use the information to plan future developments.
- Ensuring that curriculum, targets, student's progress and attainment are efficiently communicated to parents, to inform realistic University choices.
- Evaluating, planning and implementing strategies identified through the Annual School improvement plan and delegated by the Seniors Head teacher.

### Specific responsibilities:

- Being responsible for UCAS and all University applications.
- Training staff in all aspects of University applications, including reference writing, personal statements, Oxbridge/Ivy League interviews, entrance examinations
- Lead on the school enrichment programme to enhance University prospects for students
- Running centigrade aptitude testing on year 12 and 13 students.
- Advising all Year 12 and 13 students are enrolled into courses and classes which fits their development plan and contribute to their career and university planning.
- Conducting university interviews simulations and producing analytical assessment as a result of those simulation to asset students in developing their weaknesses and be more prepared.
- Planning and arranging a minimum of 20 universities visits to the BSM.
- Arranging visits to Ghedex Universities exhibition, and other leading international universities exhibitions.
- Arranging for students to apply for further education in a selection of international leading universities.
- Facilitating UCAS Choices for all year 13 students.
- Planning lessons for and provide tuition for completing the UCAS application form
- Monitoring the academic progress of all students and their different examination results.
- Training and advising tutors on how to write references.
- Surveying all staff to collect reports and predicted grades for all students, and working closely with the form tutors using those information collated and ensuring that students meet their deadlines and required grades.
- Proofreading and amending students university application forms, collating them and sending them to UCAS.

- Being responsible for negotiating with universities concerning entry requirements — in particular, the acceptance of A/S levels.
- Providing a drop-in service, where students can have a shorter interview about their career/university needs.
- Working with groups of students on specific topics such as preparing for interviews or choosing a career path.
- Advising students on the mechanics of job seeking, such as CV and cover letter feedback, interview advice and mock interviews and application form reviews. This can be done on a one-to-one basis or in year groups.
- Delivering careers-related presentations;
- Organising programmes of workshops featuring external speakers, such as employers or representatives from professional bodies;
- Managing the careers/university Library, ensuring all materials are regularly updated, date stamped; providing information; staffed at appropriate times.
- Coordinating individual careers interviews/ university preparation tutorials.
- Monitoring Year 11-13 application for University, College or Training/Employment
- Contribute to the options processes in Years 9 and 11, through regular information and support
- Coordinating the Year 9 Option Choice procedure; ensuring all students are aware of the options they have and the issues regarding making a choice; gathering information for and issuing the Options Booklet.
- Maintaining regular communication with Universities
- Ensuring the Careers /University Guidance policy is regularly reviewed and updated.
- Ensuring that the School Leadership Team and staff are advised regarding developments with reference to university policies, careers and specific areas of Sixth Form curriculum
- Organising and running the Sixth Form Open Evening for students and parents and other events as appropriate.
- Managing the entire Work Experience Allocation, liaise with employers, students and parents and all correspondence for Year 11 & Year 12.

### **Leading & Managing Staff**

- Working with the Seniors Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- In consultation with, and by the direction of the Seniors Headteacher, deploying people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.

### **Strategic Development of the Seniors**

- Working with the Headteacher to contribute to a strategic view for the Senior School in its community.
- Analysing and planning for the school's future needs and further development within the local and international context
- Publicly supporting all decisions of the Seniors Headteacher and Leadership Team
- Assisting in developing and evaluating the effectiveness of the Senior School

**This post carries three responsibility points and release time.**