



# Bishop's Stortford College

<u>Job Title Appointment:</u> <b>Head of Higher Education &amp; Careers.</b>		<u>Grade/Spine Point:</u> <b>Not Applicable.</b>	<u>Salaried/Waged Appointment:</u> <b>Salaried.</b>
<u>Establishment Details</u>			
Staff Position Number: TBC.			
<u>Responsibility for Completion and Amendment:</u> <b>Headmaster</b>			
<u>Date Implemented:</u> <b>13<sup>th</sup> December 2017</b>	<u>Review Date:</u> <b>Ongoing.</b>		
<u>Line Management:</u> <b>Headmaster.</b> <b>Head of Sixth Form.</b> <b>Post Holder.</b>			
<u>Subordinate Staff:</u> <b>Two</b>			
<u>Main Duties:</u> <b>See attached sheet.</b>			
<u>Technical Duties:</u> (where appropriate) <b>See attached sheet.</b>			
<u>Other Tasks/General Duties:</u> <b>See attached sheet.</b>			
<u>Qualifications/Experience/Training/Competences:</u> a. <u>Essential:</u> See Person Specification. b. <u>Desirable:</u> See Person Specification.			

Name: Jeremy Gladwin

Appointment: Headmaster, Bishop's Stortford College

Date: 13<sup>th</sup> December 2017

**BISHOPS STORTFORD COLLEGE**  
**MAIN DUTIES OF THE HEAD OF HIGHER EDUCATION AND CAREERS**

**General**

The main purpose of the role is to develop and implement an effective strategy for providing comprehensive Careers (CEIAG) and Higher Education advice to pupils from year 9 upwards. The post holder should aim to fulfil the aims of the school in ensuring that pupils are equipped to face the demands and challenges of life beyond school. The post holder will manage Bishop's Stortford College Higher Education (HE) and Careers Department in line with the strategic goals determined by College management and will ensure that the development, delivery and administrative elements of Higher Education and Careers Guidance are targeted at the individual and effective in terms of identifying the best options for each pupil. The post holder will work closely with and is responsible to the Head of Sixth Form for deploying the departmental resources efficiently and effectively to meet specific objectives in the College plans.

The responsibilities of this role cover a wide range of activities and involve working with the College leadership and other key stakeholders; including universities, employers and parents. The job holder is the principle point of contact for H.E. and Career at the College.

**Core Function**

- Manage the Higher Education and Careers Department.
- Create and deliver a careers education and guidance programme from Year 9 to Year 13, which encourages an open minded, positive and aspirational approach to future options.
- Create and deliver a Higher Education programme for the Sixth Form which enables pupils to understand future choices and to be proactive in identifying and securing a successful transition to Higher Education.
- Provide HE and Careers advice at decision points to identify options. This may be in conjunction with pupils, parents and tutors/HsMs
- Prepare briefing material and liaise with tutors involved in delivering elements of the HE & Careers programme through tutorial sessions
- Create and deliver tutorials to inform pupils across the senior school about higher education and career options
- Co-ordinate the pre and post A Level UCAS application process; provide help and guidance as required, including liaising with the universities and UCAS. Help pupils with decisions about offers.
- Oversee university applications and liaise with Universities and UCAS to clarify queries as pupils finalise their university and subject choices. This may also include applications outside the UK.
- Ensure that pupils are well prepared for the world of work and understand the challenges and opportunities available to them in the future.
- Oversee the College Work Experience Scheme (organised by the work experience Coordinator)
- Oversee visits by employers and other external speakers to inform pupils of career options
- Oversee the FutureWise scheme.(organised by the Futurewise Coordinator)
- Build and maintain positive working relationships with all key stakeholders both within school and with the wider community.
- Attend Open Mornings and Parents Evenings. Liaise with parents who seek advice.

*The College reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*

- Ensure pupils are aware of the student loan system for funding higher education
- Be available during the A level results period to advise pupils with university admissions and clearing.
- Be a point of contact for matters relating to Higher Education and Careers on behalf of the College
- Revise the School policy related to HE & Careers in line with school schedules and in light of any significant changes to external benchmarks for CEIAG guidance.
- Promote the work of the department through internal communications.
- Provide timely data analysis to inform stakeholders and senior managers/governors

### **Line Management**

- Leading in the appointment of departmental staff in consultation with HR Office.
- Build, lead and train a department that is able to work in a flexible way.
- Ensure department staff undertake CPD to learn and maintain an up to date knowledge of HE & Careers
- Monitor and review the efficiency of subordinate staff on a routine and ongoing basis.
- Via the HR office maintain records pertaining to employment matters

### **Resource Management**

- Prepare and submit an annual budget and keep records of expenditure.
- Monitor and report commitment and expenditure in accordance with the financial directive.

### **Additional Duties**

To carry out tasks delegated by the Headmaster and Line Management which are within your experience, ability or grade. The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

### **Safety, Health, Environment and Fire**

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

### **Equality and Diversity**

The College is committed to providing equal opportunity to all employees and pupils. This means that employees and colleagues are to be treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## **Employment Terms and Conditions**

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.