



# BRIGHTON COLLEGE

UNITED KINGDOM INDEPENDENT SCHOOL OF THE YEAR 2013-14

## JOB DESCRIPTION

### **Senior Teacher: Director of University Admissions**

**Required for September 2016**

An outstanding individual is required for an exciting new role working closely with the Assistant Head (Head of Sixth Form) and Head Master at Brighton College. The position would suit teachers with experience in roles of academic or pastoral responsibility, and aspiring to become a Head of Sixth Form or Deputy Head.

The successful candidate will be an outstanding communicator, both orally and in writing, with extensive experience of the university admissions process, and an understanding of how to guide pupils in making appropriate choices. He or she will have a good degree from a leading university and a proven track record of excellent teaching in their subject area. Strong interpersonal and organisational skills are crucial, as is a forensic attention to detail. As one of five Senior Teachers at the college, the appointed candidate will have the ability to command the respect of colleagues and provide support and guidance to less experienced members of the Common Room. The role will require a lot of one-to-one work with sixth form pupils, and an inherent ability to connect with pupils of that age group, and secure their confidence in the advice provided, is critical. Applications are welcomed from teachers with backgrounds in any subject currently taught at the College.

The Director of University Admissions will report to the Head of Sixth Form.

Key responsibilities include:

- Report directly to the Head of Sixth Form and, through him, to the Head Master.
- Manage the UCAS process (from its introduction in the Hilary Term of the L6, to its conclusion at the end of the U6), with responsibility for the applications of all U6 pupils, as well as recent leavers. The post-holder will oversee the work of all members of the UCAS panel who, along with pastoral staff in the houses, act as the first line of support for all UCAS applicants. The post-holder will co-ordinate all applications through the UCAS website, taking responsibility for the integration of that website into the school's systems for university applications.
- Ensure that relevant staff are appraised of the systems used within the school to support applicants and submit applications, such that the process can operate smoothly, efficiently and with attention to detail.
- Ensure that all relevant members of staff, and HMMs and sixth form tutors in particular, are appraised of changes and developments in the climate for university admissions, and well-placed to provide suitable advice and guidance to pupils on all elements of the process, particularly where an individual pupil's requirements may take the relevant pastoral staff into areas outside their experience and expertise.
- Provide appropriate training to new HMMs and sixth form tutors.

- At appropriate points in the cycle, provide suitable advice and guidance to the pupil body as a whole (e.g. through Sixth Form assemblies), and take responsibility for the compilation of the school's Options at 18 and UCAS booklets.
- Develop and enhance the quality and range of the advice and guidance available to pupils through the Virtual Learning Environment (*Firefly*).
- Maintain regular oversight of the admissions policies and procedures for applicants to universities and programmes popular amongst Brighton College pupils. Make use of this information to develop and enhance the quality of advice and guidance that is provided.
- Work closely with the Head of Biology to ensure that the programme offered to support applicants for Medicine, Dentistry and Veterinary Medicine is comprehensive, bespoke, and flexible to the demands of different universities.
- Work alongside the Head of Sixth Form and Head of Scholarship in managing the work of the Oxbridge Panel, to ensure that applicants to the most competitive universities are suitably informed and prepared for all elements of the application process.
- Ensure that the school offers a suitable programme of support in the full range of admissions tests used by UK universities (e.g. UKCAT, LNAT).
- Develop initiatives and systems to support pupils in their preparation for university interviews, both for UK universities and universities overseas.
- Organise and contribute to the Options at 18 Evening in the Hilary Term of the L6, and work with the Head of Careers to co-ordinate the university-related elements of the 'Beyond Brighton' week in the Trinity Term of the L6.
- Ensure that individual pupils and groups of pupils with particular requirements are supported through all elements of the application process: this will include overseas pupils, pupils with special circumstances, applicants to institutions of higher education that lie outside UCAS (e.g. Art College).
- Oversee the school's programme of advice and guidance for pupils interested in applying to universities overseas (including the USA), and work with the Deputy Head of Sixth Form in supporting pupils through the application process itself, including preparations for overseas admissions tests. As part of this, co-ordinate the Overseas Universities' Evening (in the Michaelmas Term).
- Undertake an annual review of the school's support for university applications (including the solicitation of feedback from pupils, and the analysis of data over time), to inform proposals for discussion with the Head of Sixth Form.
- Prepare reports for governors, the Head Master and the SMT regarding the progress of pupils through the university admissions process, and advise on ways to recognise the achievements of all pupils during the admissions process.
- In fulfilling these responsibilities, meet with pupils and parents, as and when necessary.
- As part of this role, the post-holder will be expected to take advantage of appropriate professional development provided by UCAS and HMC.
- Teach one-third to half of a full timetable (32 periods per week); all subject areas will be considered.

## THE SCHOOL

Brighton is one of England's leading schools and the oldest public school in Sussex. The College comprises the Senior School, educating 1,000 pupils aged 13-18, and the Lower School, educating 100 pupils aged 11-13. The Brighton College family of schools also includes BCPS, St Christopher's and Handcross Park, educating a further 1,150 children aged 3 to 13.

Examination results are strong and the college is among the highest performing schools in England at GCSE and A-level. The last five years have also been the best five for Oxbridge success in the 168-year history of the school, with 39 pupils securing offers this year.

The Sunday Times awarded Brighton College the title of UK Independent School of the Year 2011-12. Tatler magazine awarded Richard Cairns the title of Head Master of the Year 2012-13. And Brighton College was named the United Kingdom Independent School of the Year 2013-14 (Independent Schools Awards). In 2014 The Week magazine named Brighton College the “Most Forward Looking School in Britain”. In 2015, there was a full ISI inspection in which the College was awarded the top grade in every single category, including an ‘Exceptional’ for Teaching and Learning.

There has also been major investment in new facilities with over £20 million spent since 2008 as part of a £100+ million Development Plan. This has entailed the construction of three major buildings on the main site, a new cricket pavilion and a major sports hub on our Jubilee Ground site. Brighton has also purchased Roedean Junior School, assumed control of two other prep schools, expanded the size of Brighton College Prep School (to 500 pupils) and opened Brighton College Abu Dhabi, Brighton College Al Ain and Brighton College Bangkok. A new boarding house opened in September 2013 in the Main Quad which, together with a new Entrance Tower completed in December 2014, completes the original Thomas Jackson designs of the 1880s. A new Music School opened in January 2016; a new teaching block is under construction (and will open in September 2017), to be followed by a new Centre for Sport and Science, which will include eighteen state-of-the-labs, and is due for completion in September 2019.

Above all, Brighton is a very happy place. We pride ourselves on being a warm, inclusive and tolerant community and enjoy being at the heart of one of Europe's most vibrant cities. The staff are delightful and positive and our pupils are intellectually curious and charming.

## THE CITY

Brighton is one of Britain's youngest cities, and one of the most vibrant in Europe. It is close to the beautiful South Downs, within easy travelling distance of London (about 50 minutes by train) and 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent. Brighton is a university town and the school has good links with both the Universities of Sussex and of Brighton.

In a lively school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, CCF or other activities, is always advantageous.

## APPLICATIONS

Application forms and a letter of application containing an account of your suitability for this post, together with a current CV must be completed and returned **as soon as possible**, but no later than **Wednesday 2<sup>nd</sup> March**. Application forms can be found at [www.brightoncollege.org.uk/vacancies](http://www.brightoncollege.org.uk/vacancies) and should be sent by post to The Head Master, Brighton College, Eastern Road, Brighton, BN2 0AL or by email to [rforsyth@brightoncollege.net](mailto:rforsyth@brightoncollege.net).

Interviews are likely to take place in the week beginning 7<sup>th</sup> March, although suitable candidates may also be invited in at an earlier date.

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note: Should your application be successful; a disclosure will be requested from the Disclosure and Barring Service. A criminal record will not necessarily be a bar to obtaining a position with Brighton College.