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| Higher Education Adviser & Research Leader |
| **Purpose** | To maximise the successful entry of our students into the world’s top universities, colleges and employment schemes; to ensure all our students receive the support, guidance and access to opportunities needed to achieve their aspirations. |
| **Starting Date****Accountable to** | **September 2018 or as soon as possible thereafter**Director of the Sixth Form |
| **Responsible for** | * The provision of HE advice and the preparation of applications for university
* The provision of careers advice in preparation for curriculum choices at 14+, 16+ and beyond
* Overseeing the engagement of our pupils in activities such as the CREST Awards, Extended Project Qualification, Maths & Science Olympiads, academic, creative, and musical competitions
* The development and management of a network of parents, alumni, business partners and other friends of the school to provide external guidance, work experience, internships and support for students seeking places at university and into the world of work beyond university.
* Establishing and overseeing a research space/lab/function which allows students to explore and contribute to areas of contemporary research in many fields
* The promotion, with colleagues, of demanding, wide ranging and engaging programmes for our most able pupils of all ages
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| **Context of the Role** | Pupils are admitted to the senior school at 11+/13+/14+/16+ on the basis that they have the potential to progress to university. This does not mean we have a highly selective entry; we do not. Nonetheless, almost all students who leave the school after A levels take a degree with the majority studying in the UK. About 20% study at one of the world’s top ten universities (Oxford, Cambridge, Imperial, UCL), about 70% go to a Russell Group university and about 85% gain places at their first choice institution. A proportion of pupils move to FE at 16+ as the curriculum offered at Ashford School at this stage is deliberately geared to the top universities.Additionally, we now wish to use our position as a National Teaching School to pioneer a new approach to challenging the most able students in the school by putting student led research at the heart of our programmes for scholars and the highly able. This will offer a unique opportunity to our students and staff.Key factors in the future success of our provision include:* Increasing our success rate in applications to Oxford, Cambridge, Harvard and other world class universities
* Developing an explicit programme of activities to stretch and challenge our most able students and to market these widely to existing and prospective students
* Ensuring our Sixth Form students are appropriately challenged, supported and engaged in the achievement of their ambitions
* Building on the first steps we have already taken in engaging as many students as possible in the Extended Project Qualification (EPQ), CREST Awards and other such programmes
* Being an external ambassador as a speaker at conferences etc for the School in marketing our provision for high academic achievers and those of other talents
* Establishing student led research as a core activity in the school
* Maintaining our position as a centre of excellence in HE and Careers guidance
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|  | This role will require continual liaison with:* University admissions tutors on: course requirements; candidate suitability; entry statistics
* Relevant school staff – Director of the Sixth Form, Director of Years 9-11, Boarding House staff, Heads of House, Tutors and subject teachers to ensure relevant information and advice is given to individual students
* Parents requesting advice by phone, e-mail, or in discussions within school
* Employers, businesses, alumni and charities potentially able to offer work experience and employment opportunities for students
* The Alumni and Development officers to ensure maximum involvement of the friends of the School
* Research bodies and funding agencies in order to seek out opportunities for our students to get involved directly in projects.
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| **Salary & Terms** | Competitive and dependent on experience, skills and knowledge. This is a full-time appointment on a teaching contract; consideration will be given to qualified or experienced teachers/lecturers who can teach one or more subjects offered by the school but this is not a requirement. This is a non-resident post. |
| **Person Specification** | Essential* A record of academic achievement including an honours degree from a world class university (2.1 or above)
* Experience as an admissions tutor at a first class university
* Experience of the UCAS application process
* Excellent communication skills: particularly the ability to listen, empathise and support students
* Experience or knowledge of independent schools and an understanding of the school curriculum
* Ability to work efficiently, effectively and to meet deadlines, including when under pressure
* Able to communicate concisely and knowledgeably orally and in writing to a variety of audiences
* Proven track record of successful research in any discipline
* Excellent presentation skills
* Excellent interpersonal skills
* Ability to work as part of team
* Attention to detail
* Excellent organisational skills
* Excellent in the use of ICT
* Personal warmth to gain confidence of pupils, staff, parents
* High work standards evidenced by consistently thorough, detailed, organised approach to work
* Collaborative, flexible and supportive when working in a team environment
* Impressive personal presence and presentation
* Commitment to ongoing improvement and desire for excellence
* High levels of discretion and confidentiality

Desirable* Doctorate from a world class university
* Proven track record of delivering advice and guidance in a 1:1 and group setting
* Post graduate qualification in Careers guidance or equivalent experience
* Project management or senior business background
* An understanding of or experience of US and Hong Kong university entry procedures.
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June 2019