

## **Job Description**

**Job Title:** Director of Higher Education and Careers

**Reporting to:** Head of Sixth Form

**Job Purpose:** The main duty of the post-holder is

- to support the Head of Sixth Form in the delivery of outstanding higher education opportunities for students
- to provide professional leadership for higher education and careers at Wellington College International Shanghai, making effective use of resources

### **Key Responsibilities & Duties:**

- To provide advice and expertise to both students and subject leaders about UCAS, Common App and other HE applications. The candidate should develop close working relationships with key HE providers globally. These will include the major UK institutions as well as those in the US, Canada and Australia.
- To support the Head of Sixth Form, staff and students with regard to US university applications particularly.
- To develop a strategic view in higher education, within the context of the Wellington College's aims and policies which reflect our commitment to high achievement and effective teaching and learning.
- To define, in consultation with colleagues and the Head, aspirational but attainable aims and objectives for students of all ages and to guide them appropriately.
- To contribute to the overall marketing of the School through specific departmental activities (e.g. the higher education fair) and through cultivation of, in consultation with the marketing director, strategic corporate relationships.
- To maintain appropriate records to enable reports, references, etc to be completed.
- To be an approachable support for parents in relation to their questions and concerns about their child's future education and career prospects
- To engage in some appropriate follow-up with alumni during their time at university in order to help establish a network of support for current Wellingtonians, as well as a means of helping to evaluate the effectiveness of a Wellington education in relation to preparedness for university study.
- To develop particular programmes needed to identify and support applications to elite institutions such as Oxbridge and Ivy League schools.
- To develop an effective network of contacts related to various professional fields, within Shanghai and beyond, leveraging parental contacts in order to help Wellingtonians gain relevant work experience and access to employers.
- To contribute to the development of considered, longer term thinking about "life plans" among all our pupils.

## **Teaching and Learning**

- To define, in consultation with colleagues, departmental procedures with regard to higher education and careers support.
- To promote and oversee the organisation, implementation and evaluation of the department's extra-curricular programme, including the management of an annual Careers Fair and HE conferences.
- planning and preparing courses, talks and lessons;
- organizing SAT preparation courses and access to test centres
- To be readily accessible to parents for consultation and advice (all parents' consultation and information evenings as well as at the publication of results).

## **Efficient and Effective Deployment of Staff and Resources:**

- To identify appropriate resources for higher education and careers and ensure that they are used efficiently, effectively and safely.
- To supervise and develop the resources of the department, allocate departmental expenditure and maintain up to date records of materials available.
- To maintain and develop a varied (all mediums) and up-to-date supply of information for careers and higher education appropriate to the needs of both Schools, and freely available to members of Y9 and above.
- To disseminate information supplied by professional bodies, university departments and other institutions to all relevant to individual departments, subject areas and colleagues.
- To maintain links with outside agencies where applicable.

## **Skills & Knowledge:**

- Educated to Degree level
- A thorough knowledge and understanding of Careers Education and Guidance
- Experience in supporting Oxbridge applications
- Experience of US university applications, including preparation requirements
- Experience of Russell Group applications
- An understanding of the application process for medicine, law and engineering
- Proven experience
- Some experience in leadership and development
- Skilled in motivating and continuous development of staff and pupils.
- Commitment to aligning higher education/careers guidance with the taught and co-curriculum

## **Personal Attributes:**

- Enthusiastic
- Ability to articulate and advocate a vision for the role within and beyond Wellington
- Ability to build strategic working relationships
- Ability to build trust and engage with students
- Sincere belief in the value of holistic education
- Contribute to team success
- Coach

- Continue learning and keeping up-to-date with professional literature, HE and related curriculum development
- Good communication skills; a compelling speaker and presenter
- Excellent planning & organising work skills
- Ability to initiate action
- Technical/Professional knowledge and skills
- International outlook and sensitivity to the needs of a culturally rich and diverse parent/pupil body
- Clearly evidence desire to develop professionally