

Head of Careers

We are looking for a highly motivated and enthusiastic professional to take charge of careers provision at Colfe's Senior School to start in the summer of 2019. The Head of Careers will support students in all aspects of careers education and the university application process in order to ensure they are well informed and prepared for the next stage of their education and future careers. We recognise that good career advice is vital to informing choices, broadening horizons and better equipping our pupils for life.

An enthusiasm for working with young people is essential, as is an ability to communicate effectively with other staff and with parents. An in-depth knowledge of current trends in careers provision, university requirements, alternative career paths and the UCAS application process is desirable. The successful candidate will have meticulous attention to detail and good written and computer skills.

The job is term time only (including INSET days); 25 hours per week - 10.00 to 15.00 Monday to Friday. There may be some degree of flexibility with these hours. Two weeks during the school holidays are expected, one of these to be the week of the A level results in August and the other is flexible. Occasional evenings during term time are required for parent evenings and admissions events.

Responsible to: The Deputy Head (or other member of the Senior Management Team as directed) and the Director of Sixth Form

At Colfe's we have a Sixth Form of approx. 170 students, of whom the majority progress to Russell Group universities. We carry out Futurewise New Generation Psychometric Profiling, have one to one interviews for Year 11 and 12. Talks and activities are arranged for Year 10 and a Careers morning for Year 11. Unifrog provides a data base for all year groups to research and store information and we also subscribe to HEAP Online. This is supplemented by the many activities, talks and support groups for the sixth form.

The Head of Careers has a dedicated office within the Hamp Library where the careers resources are also located.

Specific Responsibilities to include:

- Strategic planning, promotion and delivery of the careers provision at Colfe's
- Providing advice on university choices and career paths including university, gap years, apprenticeships and other routes into work
- Working in conjunction with the Assistant Director of Sixth form and Tutors to help pupils produce excellent personal statements for UCAS, including proof checking of applications and references, also CVs as required
- Meeting and communicating with parents
- Keeping abreast of the latest information regarding specific university admissions procedures and outcomes
- Monitoring, reviewing and updating careers resources

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.



- Liaison with external agencies and development of professional relationships with careers providers, including organisation of practice interviews and of the biennial Careers and Higher Education Convention
- Other duties as reasonably requested by the Headmaster

Staff appointed to Colfe's are expected to maintain the highest professional standards. In return, those who join Colfe's can expect to become part of a caring, purposeful and committed community.

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted either by post to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Or electronically to: recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Friday 22 February** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.