

## TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Higher Education Coordinator
Job Holder:	
Line Managed By:	Director of Sixth Form
Date:	
Salary Range:	TGS Support Staff 5, point 18-20, £25,201-£26,529 (actual £14,891-£15,676) per annum
Hours:	25 hours a week across over 5 days Term time 5 Days in the Summer holidays including support for UCAS clearing days in August
<b>Job Purpose</b> <ul style="list-style-type: none"><li>• To support the Careers Coordinator in meeting the Gatsby benchmarks</li><li>• To raise aspiration and success rate of Higher Education applications, including first choice offers, Medicine and Oxbridge places.</li><li>• To support students to be successful in securing Higher Education places.</li><li>• To further develop and embed the School's relationships with universities and related organisations such as the Universities and Colleges Admissions Service (UCAS), the International Baccalaureate Organisation (IBO) and the IB Schools and Colleges Association (IBSCA).</li><li>• To develop and lead the School's plan for Higher Education admissions, coordinate the annual admissions cycle and produce management information reports.</li><li>• To prepare stakeholders (students and staff) to be able to fulfil their responsibilities through information sharing, training and quality assurance.</li><li>•</li></ul>	
<b>Key Duties</b> <b>Careers</b> <ul style="list-style-type: none"><li>• To support the Careers Coordinator in implementing a stable Careers Programme in the Sixth Form that meets the Gatsby benchmarks</li><li>• To track and record careers events / speakers in the Sixth Form using Compass+</li><li>• To support students' use of UniFrog in relation to the tracking of Post Sixth Form options &amp; Future Careers</li><li>• To gather data on Post Sixth Form destinations</li><li>• To support the planning and implementation of Careers Fair and related events (e.g., 10 to 6)</li></ul>	

- To support the coordination of 1 to 1 or group impartial careers advice sessions
- To promote the students' engagement with Pathways CTM and other providers of alternative pathways.
- To support students who wish to pursue additional work experience opportunities
- To monitor students visits to HE providers (using Compass+)

### **Higher Education Admissions**

- To lead the School's development plan for Higher Education admissions (including further education and apprenticeship applications), working with stakeholders including Director of Sixth Form and Careers Coordinator.
- To identify and build relationships with identified universities, including Oxford & Cambridge link colleges, and related organisations, including UCAS, IBSCA, the IBO and Advancing Access.
- To plan and coordinate the annual admissions cycle.
- To provide effective information, advice and guidance to students, including workshops, registration sessions, Higher Education and alternative pathway events and post results support.
- To coordinate enrichment and support programmes including those for Oxbridge and medicine, practice interviews.
- To coordinate university testing arrangements, working with the Examinations Office.
- To coordinate UCAS applications cycle including training, events, calendar, online systems, monitoring and quality assurance.
- To coordinate the effective production of references including staff training and undertaking quality assurance processes.
- To coordinate the provision of supplementary information including overseas and specialist college applications, transcripts, school profiles and where students are eligible for special consideration or have faced adverse circumstances.
- To monitor applications and provide timely management information regarding admissions outcomes and destinations to the Director of Sixth Form, Strategy Group and Academy Trust Board.
- To support transition to the Sixth Form by sharing news articles, supporting admission events and assisting in the registration of Year 12 students at the start of the academic year.

### **Knowledge & Skills**

#### **The post holder should demonstrate knowledge and understanding of:**

- The Code of Admissions for state schools in England
- Child Protection and Safeguarding Policy
- Knowledge and understanding of University entrance requirements and process in the UK and abroad.
- Understanding of the Gatsby Benchmarks (desirable)

**Personal Skills:**

- Excellent communicator (written and verbal)
- Excellent interpersonal skills
- Strong presentation skills (to present to students, staff and parents)
- Ability to work as a team and collaborate with others
- Proven ability to relate well to young people
- Adaptability and initiative
- Ability to work to deadlines, anticipate and pre plan workload
- The ability to be accurate and methodical
- Discretion, integrity and confidentiality

**Technical Skills:**

- Excellent literacy - accurate use of English grammar, punctuation and syntax
- Excellent IT skills - proven high-level competence in use of Microsoft Word and Excel
- Knowledge of education administration software, or willingness to train
- Proven ability to use and produce spreadsheets and databases
- Proven ability to use social media for professional communications (desirable)
- Proven ability to use desktop publishing (desirable)

**Additional Notes**

Whilst every effort has been made to outline the key duties of the post each individual task undertaken may not be identified but will be agreed with your line manager.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Head Teacher.....

Signed by Post Holder.....