



## Higher Education & Careers Co-ordinator

**Permanent**

**Term time**

**FTE is £28,315 - £29,807 per annum (pro rata £20,077 - £21,135)**

**30 hours a week across over 5 days, with 5 Days in the Summer holidays including support for UCAS clearing days in August**

We are seeking to recruit a Higher Education & Careers Coordinator to join our dedicated staff team. You will:

- support students in the Sixth Form by coordinating the Higher Education & Oxbridge admissions process
- support the implementation of the School's Careers programme.

According to Ofsted 2024: Students are exceptionally well prepared for their next steps. The School has carefully mapped out pathways to an increasing variety of different career opportunities. The School deploys past alumni well in supporting pupils to think about their lives and careers beyond the school. Current pupils also aspire to maintain these connections with the school when they move on to their adult lives.

### **Join our friendly and committed staff**

You will work closely with the Director of Sixth Form, Careers Leader, Heads of Years, Form Tutors and external organisations, to ensure that students are prepared for their next steps.

The position is term-time plus one week to be worked in the Summer holidays, including UCAS admissions days in August.

### **Tonbridge Grammar School; a high performing state grammar school in Kent**

Educating girls aged 11 to 16 years with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South East and the UK. In our most recent Ofsted inspection in 2024, inspectors judged that Tonbridge Grammar School maintained the standards identified in their 2019 inspection; 'outstanding for overall effectiveness'. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

### **A community where everyone is valued and supported to success**

As a provider of employment and education, we value the diversity of our staff and students and constantly work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

### **Staff wellbeing**

We are committed to staff wellbeing and offer:

- Local Government Pension Scheme – 22.5% employer contribution
- Free use of our Fitness suite
- Staff wellbeing package including winter flu jabs
- Ample parking/electric car charging
- Cycle to work scheme
- Active staff community and social

## **Professional Development**

The School is committed to supporting your professional development and any relevant training will be provided.

How to apply

Please send your completed application form to: [personnel@tgs.kent.sch.uk](mailto:personnel@tgs.kent.sch.uk) CVs will not be accepted.

**Closing date for applications: Midday Monday 14 July**

**Interviews: Thursday 17 July**

*Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.*