

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Higher Education & Careers Coordinator
Line Managed By:	Director of Sixth Form (supported by Deputy Head Teacher for duties relating to whole school careers programme)
Date:	July 2025
Salary Range:	TGS Support Staff 5, point 18-20 FTE is £28,315 - £29,807per annum (pro rata £20,077 - £21,135)
Hours:	30 hours a week across over 5 days Term time 5 Days in the Summer holidays including support for UCAS clearing days in August
Job Purpose <ul style="list-style-type: none"> To support students to be successful in securing Higher Education places. To support the delivery of the School's programme of Careers Education in line with Statutory Careers Guidance To raise aspiration and success rate of Higher Education applications, including first choice offers, Medicine and Oxbridge places. To enable staff to fulfil their responsibilities relating to student pathways through information sharing, training and quality assurance. 	
Key Duties <p>Higher Education Admissions</p> <ul style="list-style-type: none"> To lead the development plan for Higher Education admissions (including further education and apprenticeship applications), working with stakeholders including Director of Sixth Form and Personal Development Learning Leader. To further develop and embed the School's relationships with universities, alternative providers 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), Advancing Access and Pathways CTM and alternative pathway providers. 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, medicine, practice interviews and related visiting speakers. To coordinate university testing arrangements, working with the Examinations Office. To coordinate, monitor and quality assure the UCAS applications cycle including training, events, calendar and online systems such as UniFrog. 	

- 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, Senior Leadership Team, Academy Trust Board and Kent County Council
- 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.
- To support Form Tutors in preparing students for future HE and careers pathways.

Careers

- To support the implementation of a stable Careers Programme that meets the statutory guidance
- To support the co-ordination of 'meaningful student encounters' with employers, employees and workplaces.
- To track, record and monitor 'meaningful student encounters' using Compass+
- To support students and staff in the use of UniFrog
- To gather data on leavers' destinations
- To support the planning and implementation of Careers Fair and related events (e.g., 10 to 6)
- 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.
- Liaise with the School Development Officer to maintain and grow a network of alumni who can help with the School's careers programme.
- To monitor students visits to HE providers (using Compass+).

Oxbridge Support

- To oversee a programme of support for students who are aspiring to apply to Oxbridge.
- To organise opportunities for students to visit Oxford and Cambridge University.
- To support students in the application process for Oxbridge, including mentoring, interview practice and admissions tests.
- To plan and deliver staff training to support successful applications to Oxbridge.
- To further develop and embed the School's relationships with Oxford and Cambridge Universities.

Knowledge & Skills

The post holder should demonstrate knowledge and understanding of:

- Knowledge and understanding of University entrance requirements and process in the UK and abroad, including Oxbridge
- Understanding of the Statutory Careers Guidance including the Gatsby Benchmarks
- Child Protection and Safeguarding Policy

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
- The ability to be accurate and methodical
- Discretion, integrity and confidentiality

Technical Skills:

- Excellent literacy
- Excellent IT skills
- Knowledge of education administration software including UniFrog and Compass+, or willingness to train

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.....