

JOB DESCRIPTION – Careers and Higher Education Adviser

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Careers and Higher Education Adviser
Purpose of Role	<p>An opportunity exists for an experienced career development professional to join a progressive and innovative careers team at one of the UK's leading international schools where students are highly motivated and working conditions are exceptional. In a typical year, 50% of students' progress to UK universities and the remainder to a very diverse range of universities around the globe.</p> <p>We are seeking a dynamic and reflective adviser who wants to join a department with an international reputation for the quality of its provision and is ready to play a key role in its continued development and integration, while enhancing their own professional practice.</p>
Department	Careers
Reporting Structure	The Careers & Higher Education Adviser will report to the Head of Careers
Key Responsibilities	<p>Providing excellent careers education, information, advice and guidance (CEIAG).</p> <p>Guidance and application management</p> <ul style="list-style-type: none"> • conduct one-to-one, impartial, career guidance interviews which challenge and support students to make informed, ambitious, realistic and adaptable career decisions • oversee university, higher education and apprenticeship applications to UK universities via UCAS and other processes around the world, including to fine art and performing arts institutions, ensuring students understand requirements and deadlines and submit applications on time • guide students in the summer post-result period • maintain records of all student interactions and applications <p>Careers education</p> <ul style="list-style-type: none"> • contribute to delivery of careers education programme to small groups and whole cohorts, within the college PSHE programme and other timetabled and off-timetabled events and workshops <p>Information</p> <ul style="list-style-type: none"> • inform and advise students of HE, internship and super curricular opportunities and labour market developments, in person, and via the St Clare's careers newsletter and blog www.stclarescareersexplore.com/blog <p>Events</p> <ul style="list-style-type: none"> • contribute to the organisation of an annual HE Fair • organise and promote on-campus visits by HEI representatives <p>Interactions</p> <ul style="list-style-type: none"> • work closely with Head of Careers and other members of the careers team, including the specialist Oxbridge and Medicine Advisers

	<ul style="list-style-type: none"> liaise with the Assistant Principal (Pastoral), boarding team, personal tutors, teachers and other staff as necessary establish and maintain positive relationships with HEI (Higher Education Institution) contacts communicate with parents over issues relating to individual students, as appropriate
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>35 hours per week. Unless agreed otherwise within college hours of Monday to Friday 09:00-17:00 with a 1-hour lunchbreak (unpaid).</p> <p>The Employee may be required to work hours outside normal hours of employment to meet the needs of the business. This may include some weekends and evenings. Flexibility will be required.</p>
Probationary Period	6 months
Notice Period	<p>If leaving on 31 December in any year –notice to be given by 30 September in the same year.</p> <p>If leaving on 31 March or the end of the Spring Term whichever is the later in any year – notice to be given by 31 December in the previous year.</p> <p>If leaving on 31 August in any year – notice to be given by 28 February in the same year.</p>
Salary/Pay	Salary is on the St Clare's APTC scale, up to a maximum of £37,189 (point 37), dependent on relevant qualifications, skills and experience
Holidays	<p>35 days per annum. The Employee shall also be entitled to holiday for the days between 24th December and 1st January inclusive each Academic Year when the College is closed and to all statutory and bank holidays out of term.</p> <p>Holiday should be taken outside of the 35-week academic year and the key periods in early July and late August when IB and A-level results are published unless agreed with the Vice Principal Academic</p>
Pension	The successful applicant will be enrolled into a contributory pension scheme.
Life Assurance	Death in Service cover is provided
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> a level 6 qualification in CEIAG, such as those listed by the Career Development Institute https://www.thecdi.net/GettingQualified (E) an undergraduate degree in any discipline (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> 3-5 years' experience of providing personal CHE guidance and facilitating group work in an educational or organisational setting (E) experience of supporting students to apply to HE systems outside the UK (D)

	<ul style="list-style-type: none"> • experience of curriculum and lesson planning and mapping plans against published benchmarks (Gatsby, Ofsted etc) (E) • excellent and demonstrable written and verbal communication skills (E) • competency with Microsoft Office software, including using Excel to track and report on data (E) • experience of publishing content for blogs and social media and / or content management systems (CMS) and a willingness to learn new educational technologies (D) • attention to detail (E) • event organisation skills and experience (D) • knowledge of one or more languages other than English (D)
Personal skills and attributes	<ul style="list-style-type: none"> • a warm and caring approach with the ability both to create an excellent rapport with and challenge students from diverse backgrounds (E) • the use of tact and diplomacy in interpersonal relationships with a wide range of stakeholders including students, parents, colleagues and external networks of HE and career professionals, and the ability to inspire confidence and trust (E) • a commitment to ethical practice through e.g., the CDI's Code of Ethics, adherence to school policy, and the values of equality, diversity and inclusion in an international context (E) • a commitment to the principles and practice of keeping children safe in education (E)

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	<p><i>Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.</i></p>
Identity, right to work and qualifications	<p><i>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</i></p> <p><i>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</i></p> <p><i>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</i></p>
Police checks / DBS	<p><i>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</i></p>

Health questionnaire	Satisfactory completion of a health questionnaire.
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HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/ CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close 9am on 23 May 2022
Selection Process	Interviews will take place w/c 23 May 2022