



Hurtwood House

Job Description – Careers/Higher Education Adviser

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities:

- To promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact.
- To work closely with the Head of Life Skills in the administration, management and development of the Careers Education, Information, Advice and Guidance programme (with a focus on Higher Education) for all Hurtwood students.
- To offer personalised and comprehensive careers and higher education advice to students, taking into account their individual interests, skills, and aspirations.
- To assist with the provision of training for students in researching higher education opportunities and making appropriate applications this includes supporting the Head of Life Skills with the delivery of presentations as part of the 'Life After Hurtwood' conferences and workshops.
- To assist students in navigating the UCAS application process for UK universities and colleges.
- To contribute to Hurtwood's weekly USA Preparation Programme and guide students through the Common Application.
- To liaise with the Head of Art and the Director in Residence in managing art and drama school applications.
- To assist the Head of Life Skills in the coordination and management of all student applications to higher education in the UK and Overseas
- To assist the Head of Life Skills in the coordination and provision of appropriate references and testimonials from the school for students applying for higher education or other courses or vocational experience.
- To be responsible for advice relating to apprenticeships, internships and work experience.
- To support the Head of Life Skills with the planning and implementation of careers events in line with key dates such as Careers Week and National Apprenticeship Week.
- To be responsible for the maintenance and updating of the careers Sharepoint page (higher education resource library).
- To make available details of higher education open days and monitor students' open day visits.
- To be available to speak to parents about higher education matters when appropriate.
- To assist with the planning and coordination of the 'Life After Hurtwood' Higher Education and Careers Fair
- To coordinate visits from HE speakers and representatives and trips to HE establishments.
- To support the Head of Life Skills with staff training on Unifrog, personal statements and reference writing.
- To ensure that your own professional development is current in the field of careers guidance and higher education advice.
- To stay updated on industry trends, labour market demands, and educational requirements to provide effective guidance.
- To develop knowledge and skills related to Hurtwood students' curriculum and qualifications.
- To be available in August to assist with post-results enquiries and to assist students who need help with clearing or deferred entry to higher education.

Administrative tasks:

- To collect and input accurate records of GCSE/IGCSE/other results for all A1 and A2 students (including UCI numbers and UCAS IDs)
- To coordinate the submission of English qualification certificates to universities as requirements are met.
- To create student transcripts as required for UK and overseas applications.
- To assist with updating of the database of non UCAS student applications and outcomes.
- To assist with the administration of online careers or higher education analysis services if necessary.

Other:

- To assist with the planning and coordination of other annual, whole school events.
- To assist the Head of Life Skills in the development of the Friday Enigma speakers programme as part of the wider Life Skills Programme (including monitoring and evaluating the quality).
- To be available on Friday afternoons to support the Friday Enigma speakers programme.
- To meet, escort and supervise external speakers within the Friday Enigma speakers programme in conjunction with the Head of Life Skills.
- To be responsible for the registration of students for all Friday Enigma courses and for the notification of absences to HsMs.
- To dress appropriately at all times – the male dress code includes a tie

Hours: Monday to Friday, 9.00am – 6.00pm (4.30pm on Fridays)

Term time only – 35 weeks, plus two weeks in the Summer holiday for A Level and GCSE results processing. Please note: Bank holidays in term time are working days.

Salary: £32,000-£36,000 depending upon experience



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Person Specification – Careers/Higher Education Adviser

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	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications:	A good degree from a recognised university either in the UK or overseas.	Qualifications – vocational or otherwise – in relevant areas of careers or HE advice.	Production of the Applicant's certificates.
Experience:	Experience of working in a school, college, higher education or educational consultancy/advisory setting.	<p>Experience of delivering HE and careers advice at a recognised school or college.</p> <p>Experience of managing student applications through UCAS and other HE institutions in the UK.</p> <p>Experience of managing student applications to overseas universities.</p> <p>Experience of training colleagues or students in Careers and HE related matters.</p>	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Skills:	<p>Effective communication skills with both staff and students.</p> <p>Strong written English and good ICT skills.</p> <p>Proven organisational skills.</p> <p>The ability to show initiative within the framework of a strong and supportive team.</p> <p>A willingness to utilise and develop HE information resources.</p> <p>Familiarity with Microsoft Office.</p>	<p>IT literacy.</p> <p>A clean driving licence. A D1 minibus licence or a willingness to obtain one.</p> <p>Familiarity with Microsoft Publisher or Adobe Creative Suite.</p>	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Knowledge:	<p>Familiarity with UCAS and other HE application processes in the UK.</p> <p>A sensitivity towards the diverse needs of students from different cultural backgrounds.</p>	<p>A thorough understanding of the UK examination system.</p> <p>Familiarity with Unifrog</p> <p>Familiarity with US, European and/or Asian university application processes.</p> <p>An awareness of the statutory requirements of Health and Safety.</p>	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities:	<p>The motivation to work with children and young people.</p> <p>The ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>The ability to work in a team environment and under pressure.</p> <p>Stamina and good health.</p> <p>A willingness to take part in and support departmental trips and visits.</p>	<p>A good sense of humour.</p> <p>A calm demeanour.</p> <p>A perceptive understanding of teenagers and their 'needs' and 'expectations'.</p> <p>An even-handed approach in all matters.</p> <p>A willingness to get involved in the wider life of the school</p>	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>