



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 assist with the provision of training for students in researching higher education opportunities and making appropriate applications.
- To assist the Head of Life Skills in the coordination and management of student applications to higher education.
- 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 liaise with Heads of Departments and teachers where necessary to ensure applications and references are completed to the highest standards and to deadlines.
- To liaise with the Head of Art and the Director in Residence in managing art and drama school applications.
- To assist The Life Skills Department Administrator, where required, with updating of the database of student applications and outcomes.
- To assist The Life Skills Department Administrator, where required, with updating of the careers intranet (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 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.
- To ensure that your own professional development is current in the field of careers guidance and higher education advice.
- To develop knowledge and skills related to Hurtwood students' curriculum and qualifications.
- To assist with the administration of online careers or higher education analysis services if necessary.
- To carry out general duties and responsibilities as deemed reasonable by the SMT.

Please note: Bank holidays in term time are working days. Hours of work to be discussed at interview - the role could be PT or FT. Salary dependent on experience.



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## Person Specification – Careers/Higher Education Adviser

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|   | <b>Essential</b>   | <b>Desirable</b>   | <b>Method of assessment</b>  |
|---|--|--|--|
|   | 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  |  |
| <b>Qualifications:</b>                      | 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.  |
| <b>Experience:</b>                          | 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> |
| <b>Skills:</b>                              | <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> |
| <b>Knowledge:</b>                           | <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 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> |
| <b>Personal competencies and qualities:</b> | <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> |