

JOB DESCRIPTION – Trainee 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 | |
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| Title of Post | Trainee Careers and Higher Education Adviser |
| Purpose of Role | <p>An opportunity exists for someone who wants to work closely with young people to support their career and university plans, goals and aspirations. You would be joining 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 person who wishes to complete a qualification in career development and guidance in an energetic team working with both UK and international students.</p> <p>The training / educational element of the role is still to be confirmed but it is envisaged that it will take the form of a higher apprenticeship or other career development training, depending on the successful candidate's prior qualifications. Time and support for this will be provided both in college and with an external educational provider including structured on- and off-the-job learning. Upon successful completion of the training period, it is intended that the postholder will be competent to exercise the duties and display the KSBs (Knowledge, Skills and Behaviours) of a qualified career development professional.</p> |
| Department | Careers |
| Reporting Structure | The Trainee Careers & Higher Education Adviser will report to the Head of Careers |
| Key Responsibilities | <p>Training towards 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 assist with 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 data check application forms maintain records of all student interactions and applications <p>Careers education</p> <ul style="list-style-type: none"> contribute to delivery of a careers education programme to small groups and whole cohorts, within the college PSHE programme and other timetabled and off-timetabled events and workshops. |

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| | Information <ul style="list-style-type: none"> inform and advise students of HE, internship and supercurricular opportunities and labour market developments, in person, and via the St Clare's careers newsletter and blog www.stclarescareersexplore.com/blog Events <ul style="list-style-type: none"> contribute to the organisation of a large annual HE Fair organise and promote on-campus visits by HEI representatives Interactions <ul style="list-style-type: none"> work closely with Head of Careers and other members of the careers team |
| TERMS AND CONDITIONS | |
| Terms of Employment | Full-time, permanent |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | 35 hours per week. Unless agreed otherwise within college hours of Monday to Friday 09:00-17:00 with a 1-hour lunchbreak (unpaid). |
| Probationary Period | 6 months |
| Notice Period | One month |
| Salary/Pay | Salary: within the range £21,842-£25,193 per annum, dependent on qualifications, skills and experience. |
| Holidays | <p>25 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 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"> an undergraduate degree in any discipline (D) a minimum of Grade C/4 in GCSE English and Maths or equivalent |
| Knowledge, skills and experience | <ul style="list-style-type: none"> excellent and demonstrable written and verbal communication skills (E) competency with Microsoft Office software, including using Excel to track data (E) attention to detail (E) experience of working one-to-one with young people in an educational, organisational or voluntary setting (D) |

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| | <ul style="list-style-type: none"> • experience of publishing content for blogs and social media and / or content management systems (CMS) and a willingness to learn new educational technologies (D) • 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, caring and person-centred approach with the potential to create an excellent rapport with students from diverse backgrounds to inspire confidence (E) • a reflective approach with a commitment to self- and professional development with a willingness to train to level 6 in career development (E) • the ability to exercise integrity, honesty and diligence and to maintain confidentiality (D) • demonstrable experience of building positive and constructive internal and external working relationships (D) • a commitment to the principles and practice of keeping children safe in education (E) • experience of detailed record keeping (D) • interest in international education (D) |
| <p style="text-align: center;">References and Pre-employment Checks</p> <p><i>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.</i></p> <p><i>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.</i></p> | |
| 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 <u>Home Office website</u> 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 | <p><i>Satisfactory completion of a health questionnaire.</i></p> |

| HOW TO APPLY | |
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| Applications | <p>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/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p> |
| Email | Applications should be submitted by email to recruitment@stclares.ac.uk |
| Contact us | <p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p> |
| Deadline for applications | <p>Early applications are welcomed and the role will close and interviews will take place as soon as suitable candidates have been identified.</p> <p>To arrange an informal conversation about the role, please email helen.forey@stclares.ac.uk</p> |
| Selection Process | In person or virtual interview |