

JOB DESCRIPTION – Head of University and College Counselling (Careers and Higher Education)

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	Head of University and College Counselling (UCC)
Purpose of the Role	<p>The University and College Counselling team provide excellent careers education, information, advice and guidance (CEIAG) for all St Clare's students to prepare them for the next stage in their education or training. The team also develop and lead the CEIAG curriculum.</p> <p>Students include those studying for the International Baccalaureate (IB), those on the college's pre-IB programme (students equivalent to UK year 11 and US grade 10), academic gap year students and those on the university foundation programme. In conducting this work, the team work closely with a variety of other stakeholders, including parents, teachers and university admission officers.</p> <p>Approximately 160 students in any given year apply to university and in a typical year, 50% of the College's students' progress to UK universities and the remainder to a very diverse range of universities around the globe. We are therefore seeking a Head of Department with a wide range of experience including supporting students applying to US universities and colleges.</p>
The Department	<p>The Careers department at St Clare's plays a key role in supporting students' personal and academic development and post-secondary progression. We work closely with all students to explore their post-secondary options, to find their 'best fit' destinations, and to develop lifelong education and career management skills.</p> <p>Careers education is embedded in the curriculum and UCCs lead a blend of small group workshops, whole-cohort activities, and online learning modules. Expert one-to-one guidance is at the heart of our service and UCCs support students and their families to find their 'best fit' pathway through in-depth exploration of future possibilities and rigorous preparation.</p> <p>Applicants for the role should be able to demonstrate a commitment to, and alignment with, the central values and ethos of the College and department. Excellent working relationships with teachers, pastoral professionals and senior leaders create an environment of fruitful conditions for student growth, where careers guidance is valued by all.</p> <p>https://www.stclares.ac.uk/app/uploads/Careers-and-Higher-Education-Policy.pdf</p>
Reporting Structure	<p>The Head of UCC reports to the Vice-Principal Academic.</p> <p>The Head of UCC manages the University and Career Counsellors and the Oxbridge Advisor and the Medics/Vets Advisor in those specific capacities.</p>
Key Responsibilities	<ul style="list-style-type: none"> • leadership of the careers service at St Clare's • overall responsibility for guiding St Clare's IB and International College (IC) students, and alumni in their HE applications and career planning in the UK and overseas • evaluation and continuous improvement of the programme of careers education for IC, pre-IB (PIB) and IB Diploma Students (up to 400 students in total)

- planning and delivery of careers-focused student events including the annual Higher Education Fair, Launch Day and PIB Work-related learning Day
- contribution to the strategic management of the college through participation in IC Management Group (ICMG), IB Management Group (IBMG) and IB Academic Steering Group (IBASG)

Leadership

- promote a culture of excellence and continuous improvement within the service that aligns with the college's mission and strategic aims
- model outstanding student-centred practice
- lead and develop a team of full-time UCCs, part-time Oxbridge and Medics tutors and graduate assistants through strategic development plan, individual performance management and identifying opportunities to support individuals' professional development
- oversee progress and outcomes of all PIB and IBDP students, and those IC students who access the service
- model adherence to the International Association for College Admission Counselling (IACAC), the National Association for College Admission Counselling (NACAC), and Career Development Institute (CDI) Codes of Ethics
- report regularly to the St Clare's Governing Body and its Education Committee
- lead whole-school staff development on relevant aspects of careers and university applications, including, but not limited to, recommendation letter writing
- write and review relevant policies
- ensure curriculum and destinations are fit for review, digitally and in-person, and will be judged outstanding by the inspection bodies who visit St Clare's
- contribution to the strategic management of the college through participation in ICMG, IBMG and IBASG
- manage the departmental budget

Student Guidance

- 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, North American universities, and other institutions around the world, including to fine art and performing arts institutions, ensuring students understand the requirements and deadlines and submit high quality applications on time.
- guide students in the summer post-result period
- maintain confidential records of all student interactions and applications
- support PIB students with building an IB diploma programme
- write compelling and detailed recommendation letters for global HE systems
- adapt one-to-one guidance practice to meet the needs of all students
- support students with admissions testing and procure specialist tuition where necessary

Curriculum Development and Delivery

- oversee an evidence-based, theory-informed and benchmarked careers education programme, reviewing and updating as necessary. Deliver this within the college PSHE programme and other timetabled and off-timetabled events and workshops, and oversee the work of UCCs in this respect
- engage with employers and HEIs to contribute to career education initiatives

Event Organisation

- work with the UCC team:

	<ul style="list-style-type: none"> ○ to plan and deliver a large-scale HE Fair, IB1 launch day, PIB work-related learning day, University Foundation Programme (UFP) university trip; and ○ coordinate and supervise visits from HEI representatives <p>Marketing</p> <ul style="list-style-type: none"> • ensure marketing colleagues have annual destination updates and outcomes to communicate anonymously and publicly • advise IB and IC recruitment and admissions teams on HE matters, advising on the influence of prior educational attainment and curricula on students' potential post-St Clare's outcomes • offer consultation to pre-entry students on an ad hoc basis • deliver UCC information in presentations to prospective students and families at in-person and online open days <p>Managing Relationships</p> <ul style="list-style-type: none"> • develop and promote excellent working relationships with representatives from global HEIs • contribute to and learn from worldwide network of HEI admissions and high school college counsellors, including IACAC and UCAS networks • communicate with parents to support their academic and financial decision making with their children • maintain relationships with alumni to support their future planning as necessary, to build community, and to engage them in supporting current college students • lead on communicating University Foundation Programme curriculum and assessment to HEIs to influence recognition and entry requirements. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Head of UCC may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<p align="center">PERSON SPECIFICATION</p> <p><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience</i></p>	
<p>Education and qualifications</p>	<ul style="list-style-type: none"> • a degree in any discipline (E) • a level 6 qualification in CEIAG, such as those listed by the Career Development Institute (CDI) https://www.thecdi.net/GettingQualified or an international qualification such as the UCLA Extension certificate (E) • membership of the CDI/International Association of College Admission Counsellors (IACAC) or similar professional body (D)
<p>Knowledge, skills and experience</p>	<ul style="list-style-type: none"> • confident and familiar with higher education preparation and application systems in the UK and in other countries (E) • experience of providing higher education and careers advice to sixth form students (E) • experience of leading and managing other staff (D) • demonstrated experience of providing personal CHE guidance and facilitating group work in an educational or organisational setting (E) • an extensive and demonstrable working knowledge and experience of supporting students to apply to institutions in the USA and at least one other region of the world (training will be available for unfamiliar systems) (E) • experience of curriculum and lesson planning and mapping plans against published benchmarks (Gatsby, Ofsted etc) (D) • excellent and demonstrable written and verbal communication skills in English (E) • competency with Microsoft Office software, including using Excel, to track data (E)

	<ul style="list-style-type: none"> • attention to detail (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) • event organisation skills and experience (D) • knowledge of one or more languages other than English (D) • knowledge of the principles and content of the International Baccalaureate and/or international foundation programmes (D)
Personal skills and attributes	<ul style="list-style-type: none"> • highly literate, adept at writing clearly and accurately (E) • able to communicate effectively with staff across the college, deliver careers and HE related classes to students and liaise with admissions officers within the FE and HE sector (E) • excellent IT skills (E) • able to establish rapport with a diverse group of international students (E) • able to understand and analyse individual motivations, interest and skills and enable students to identify suitable options (E) • able to work under pressure (E) • self-confident and able to act as an effective representative for the college (E) • possess a thorough understanding of child protection and safeguarding issues (E) • a commitment to equal opportunities and inclusion (E) • a knowledge of the IB programme (E) and other secondary curricula (D) • a warm and caring approach with the ability both to create an excellent rapport with and to challenge students (E) • student advocate committed to building student agency (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 (E) • the ability to inspire confidence and trust (E) • a commitment to ethical practice through the CDI's Code of Ethics, adherence to school policy, and the values of equality, diversity and inclusion in an international context (E) • a love of learning and commitment to continued professional development (E)
TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>40 hours per week. Unless agreed otherwise within college hours of Monday to Friday 08:30-18:00 with a 1-hour lunchbreak (unpaid).</p> <p>The Head of UCC 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	A full term's notice after the probationary period
Salary/Pay	Competitive salary in the range £50,000 to £56,000 per annum depending on skills and experience
Holidays	39 days per annum of which 4 must be taken between 24 th December and 1 st January inclusive each year when the College is closed.

	<p>The employee will also be entitled to all statutory and bank holidays which fall outside the College's term time.</p> <p>Holiday should ordinarily 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	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Season ticket loan • Cycle to Work scheme • Life Assurance • Subsidised gym membership • Employee Assistance Programme
<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	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.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police and DBS checks	<p>Police checks/Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent.</p> <p>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.</p>
Health questionnaire	Satisfactory completion of a health questionnaire.
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://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
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close 9am on Monday 3 rd November 2025 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.
Date for interview	Interviews will take place in the week commencing Monday 10 th November 2025