

JOB DESCRIPTION – University and Career Counsellor (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 | |
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| Title of Post | University and Career Counsellor (UCC) |
| Purpose of the Role | <p>The University and Career Counsellor (UCC) will 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. 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 UCC will work closely with a variety of other stakeholders, including parents, teachers and university admission officers.</p> <p>The UCC will also develop and lead the CEIAG curriculum for designated groups of students.</p> <p>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 guidance counsellor with a wide range of experience, most notably in 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 UCC reports to the Head of UCC.</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 | <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, realistic yet ambitious, and adaptable career decisions with a typical caseload of 70 IB1 and IB2 students (11th and 12th grades) oversee university, higher education, and apprenticeship applications to both UK universities and others around the world, also including applications to fine art and |

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| | <p>performing arts institutions, ensuring students understand the requirements and deadlines and submit their applications in a timely manner</p> <ul style="list-style-type: none"> • guide students during the summer post-result period • maintain accurate records of all student interactions and application • support pre-IB students with building an IB diploma programme • write compelling and detailed recommendation letters for global HE systems • contribute to teaching staff development on reference and recommendation writing <p>Careers education</p> <ul style="list-style-type: none"> • write, evaluate, and deliver careers education programmes to both small groups and whole cohorts, within the College's PSHE programme and within other timetabled and off-timetable events and workshops • engage with employers to contribute to career education initiatives <p>Information</p> <ul style="list-style-type: none"> • inform and advise students of HE, internship and experiential learning opportunities, and labour market developments, in person, and also 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 hybrid Higher Education (HE) Fair (routinely attended by 90 global universities) • organise and promote on-campus visits by Higher Education Institution (HEI) representatives • organise an IB1 (year 12 equivalent) 'Launch day' of a series of taster lectures and classes on worldwide HE • collaborate on a wide variety of careers events, liaising with alumni, mid-career professionals and current students to enhance learning and foster excellent networks <p>Interactions</p> <ul style="list-style-type: none"> • work closely with Head of University and College Counseling and other members of the careers team, including the specialist Oxbridge and Medicine Advisers • liaise with the College's leadership team, boarding team, personal tutors, teachers and other staff as necessary • establish and maintain positive relationships with HEI contacts • communicate with parents as appropriate over issues relating to individual students, and contribute to webinars and newsletters shared with the whole parent community • maintain relationships with, and develop, University Foundation Programme progression agreements with UK and international HEIs <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 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> |
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PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience

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| Education and qualifications | <ul style="list-style-type: none"> • 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 (D) • an undergraduate degree in any discipline (E) |
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| | <ul style="list-style-type: none"> membership of the CDI/International Association of College Admission Counsellors (IACAC) or similar professional body (D) |
| Knowledge, skills and experience | <ul style="list-style-type: none"> 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) (D) 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) 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"> 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 commitment to the principles and practice of keeping children safe in education (E) a love of learning and commitment to continued professional development (E) |

TERMS AND CONDITIONS

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| Terms of Employment | <p>Full-time, permanent</p> <p>Consideration may be given to requests for term-time working (with at least 3 weeks to be worked in the long summer vacation)</p> |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL and 3 Bardwell Road, Oxford, OX2 6SP |
| Hours of Work | <p>35 hours per week. Unless agreed otherwise within college hours of Monday to Friday 09:00-17:30 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 | A full term's notice |
| Salary/Pay | Competitive salary depending on skills and experience |

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| 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. The employee will also be entitled to all statutory and bank holidays which fall outside the College's term time. 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 Head of University and College Counselling, or the Vice Principal Academic. |
| 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 |

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

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| 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 | 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. |
| 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/ |

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| | 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 at 9am on 23 rd January 2026 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available. |