



HORSFORTH SCHOOL

Job Title: UCAS Coordinator

School: Horsforth School

Pay Band: SO1 Pt 23/25 £26, 566 - £28, 213

Hours: Full time, Monday – Friday.
Term time only plus 10 days

Responsible to: Assistant Headteacher – Sixth Form

Role:

To provide excellent careers information, advice and guidance in order to improve students' skills, knowledge and understanding for career planning and management. As the main UCAS advisor, to provide pertinent guidance on higher education choices and the UCAS application process.

Main Duties of the post:

- Conduct client-focused, impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic and adaptable career decisions and help to broaden their horizons
- Use expert knowledge of careers and labour market information and intelligence to enable pupils to identify, access and interpret and utilize valid and current information.
- Facilitate career-related learning activities in groups with students.
- Deliver presentations on Higher Education in the UK to students and parents.
- Help raise the profile of Horsforth School and its students with universities by providing clear and up to date information about our curriculum and grading system.
- Work closely with the leadership team to determine the policy regarding the UCAS process.
- Work closely with UCAS, apprenticeship providers and when appropriate universities and colleges overseas to ensure all applicants are processed efficiently and in a timely manner.
- Organise the Sixth Form's participation in the annual UCAS Discovery Day for West Yorkshire.
- Produce the termly career activity report. To be aware of and support difference and ensure equal opportunities for all.
- To support students' use of the Unifrog careers platform by providing relevant guidance?
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

Qualifications and experience.

- Significant experience in delivering high calibre career advice to young people in a UK setting.
- A proven understanding and excellent knowledge of the British Higher Education landscape and knowledge of apprenticeships and other Post 16 and 18 training options.
- Excellent understanding of the English secondary school education system.

- Outstanding organisation and analytical skills with ability to work to fixed deadlines.
- Excellent interpersonal skills and ability to communicate as effectively with management, students and their families and teachers as well as external stakeholders such as university admissions and student recruitment staff.
- Drive and determination to achieve the best possible outcome for every student.
- Proficiency in computer skills.

The Postholder should also:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION

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Pay Range: SO1

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Very good numeracy/literacy skills</p> <p>Can use ICT effectively to support learning</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p>	<p>Application form and selection process. Certificate where appropriate</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Use of other equipment technology – video, photocopier</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Application Form Qualification</p> <p>Application form</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Experience working with children of relevant age</p> <p>Understanding of classroom roles and responsibilities and your own position within these</p>	<p>Application form and selection process. Certificate</p> <p>Application form</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		

<p>Understanding of principles of child development and learning processes</p>	<p>Application form and selection process</p>		
<p>QUALIFICATIONS/ TRAINING Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. sports coach or similar.</p>	<p>Application form and selection process</p>		