



JOB DESCRIPTION

JOB TITLE	Higher Education Coordinator
DEPARTMENT/SECTION	Sixth Form
LINE MANAGER	Head of Sixth Form
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
JOB SUMMARY: The Higher Education (HE) Co-ordinator will work across the whole School reporting to the Head of Sixth Form to support pupils in their understanding and exploration of Higher Education opportunities. Given the nature of their work, they will work closely with the Sixth Form Team and Director of Futures, attending team meetings as appropriate. The position requires presence in School outside normal School hours and term times to support Next Step evenings, Open morning, end of year Y13 celebrations, information evenings and results' day. The position brings with it no direct responsibility for a budget, but the post-holder will be expected to draft and manage the UK University Admissions under the supervision of the Head of Sixth Form. The position brings with it responsibility for coordinating the work of a team of colleagues in the delivery of the higher education guidance programme.	
KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Responsibility for the administration of UCAS, including the monitoring of confidential assessments, checking of UCAS forms, quality assurance, and ensuring Y13 pupils complete their forms to the deadlines set.• Responsibility for Old Forester UCAS applications.• Responsibility for UCAS data collation such as competitors' report, progress report and destinations report.• Collating feedback from university interviews and applications.• Providing individualised advice on A level results' days and during the UCAS Clearing period• Supporting the Head of Sixth Form in ensuring data on Unifrog is up to date and effectively managed.	

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- Coordinating support for pupils who are navigating additional and sometimes idiosyncratic admissions processes – for example: testing, interviews, portfolios.
- Attending team and line management meetings as appropriate.
- Working alongside others, plan and deliver relevant training for the wider staff body, Sixth Form tutor team and for subject and pathway specialists.
- Coordinating the work of a team of subject and pathway specialists who support pupils with the exploration and admissions processes.
- Working alongside the Director of Futures, developing the engagement of pupils all through the school with the opportunities of higher education especially at key decision points (for example, GCSE and A level options) by providing timely, accurate and detailed advice and guidance.
- Organising the Next Step programme of support for Higher Education applications in relation to admissions to UK Universities for Sixth Form pupils ensuring that all pupils have had the appropriate advice, guidance and opportunities to explore their options and apply to courses which match their interests and aptitudes.
- Responsibility for providing information and advice around UK Student finance, including providing information around scholarships and widening participation opportunities available to some pupils.
- Assist the Director of Futures in supporting pupils and parents/carers to engage effectively with Unifrog.
- Support the Director of Futures in ensuring pupils (and other relevant stakeholders) are aware of opportunities which will support university admissions – for example: competitions, open days, taster lectures, webinars.
- Support the Director of Futures with opportunities to network in a range of contexts with HE providers to ensure expertise is detailed, accurate and up to date by, for example, attending key events, such as the UCAS and HMC conferences. Together with the Director of Futures, disseminate material widely in the School on the HE sector.
- Working alongside The Director of Futures, ensure a wide range of HE representatives attend the annual careers fair to provide students and parents / carers with guidance. Outside of the careers fair, support the Director of Futures to plan and deliver opportunities for students to hear from and network with relevant colleagues from higher education institutions.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS AND CONDITIONS

- Salary range £27,000 - £33,000
- Hours: Full time, term time, Monday to Friday.
Term time hours: 08.00 – 17.00.
School holiday hours: 08:30 – 15:30
Occasional weekend or evening for School events, including Open Morning, Sixth Form Open Evening, Parents' Evenings, Commemoration Day, the Sixth Form Leavers' Ball and Next Step Evenings.

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- The post holder will be expected to work an additional 3 weeks during Forest School holidays. The weeks to be worked will be the period from the beginning of the week in which A Level results are published until the beginning of the Michaelmas term.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 15.23%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining a parking permit.
- Employer death in service benefit
- Support with extensive CPD opportunities



PERSON SPECIFICATION

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
Honours degree or equivalent	√	
Excellent grades at A Level or equivalent	√	
EXPERIENCE		
Strong understanding of school culture and context		√
Experience of positive and impactful work with young people	√	
An excellent understanding of the UK University admissions system	√	
Awareness of safeguarding requirements and good practice within an educational environment		√
KNOWLEDGE & SKILLS		
An efficient and accurate administrator	√	
Excellent people skills, high confidence and an ability to build strong rapport with colleagues and parents/carers both via telephone and email correspondence.	√	
Ability to manage high volume activity at pinch points of the year.	√	
Detail orientated and methodical.	√	
Ability to plan time effectively, prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the School, our people and what great looks like for us.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	
An excellent understanding of Higher Education, including the barriers faced by pupils from disadvantaged backgrounds		√

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