



JOB DESCRIPTION

Super-Curriculum Manager

Job Element	Detail
Job Title	Super-Curriculum Manager
Reporting To	TBA
Start Date:	Between Jan-March 2017
Department/Location	Oxford International College, 1 London Place, Oxford OX4 1BD
Main Purposes	<p>The Super-Curriculum Manager will have a pivotal role in implementing Oxford International College's new vision: to be a school that provides its students with effective strategies to gain entry into top universities around the world, including the UK, Hong Kong and the USA.</p> <p>The college's super-curriculum comprises any lessons, programmes or activities that students undertake outside of their academic programme, which prepare them for life at university and beyond. The ideal candidate would be a graduate from a top university, who has a clear understanding of the UCAS process and a passion for educational excellence.</p>
Duties & Responsibilities	<ul style="list-style-type: none"> • To be responsible for the coordination of the college's UCAS and international university application programmes. This includes overseeing all Year 2 and intensive student's personal statement and personal/mock interview preparation and coordinating the teaching of all necessary university entrance tests (BMAT, UKCAT, LNAT, MAT, etc.) • To plan and execute a new 'Bridging Programme,' whereby students have lessons from Oxford tutors that stretch and challenge them to explore beyond the boundaries of their academic specifications, thereby preparing them for university interviews. • To provide effective support and advice to student's as they complete their applications to top international universities including: Oxford, Cambridge, Hong Kong University, Chinese University Hong Kong, Harvard, Stanford, Yale, MIT, UC Berkley, etc. • To build relationships with such top universities by researching and understanding their admissions processes and thereafter providing students with a range of relevant resources, presentations and workshops. • To work with the Enrichment and Work Experience Officer on all of the above, sharing information and plans. • Establish one-to-one career meetings for students in Year 1 and Year 2 • Keep track of their university mock entrance test scores/enter these results on engage and liaise with parents and tutors on progress. • Co-ordinate students participating in the Extended Project Qualification. • Keep accurate records and utilise our <i>Engage</i> Management Information System. <p>Additionally, the Super-Curriculum Manager will, from time to time, be expected to:</p> <ul style="list-style-type: none"> • Organise or assist in the organisation of extracurricular and enrichment events and school visits. • Assist with pastoral care at the college by implementing a new system for monitoring attendance and punctuality and devising effective measures for follow-up.

Child Protection, Discipline, Health & Safety	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. • To understand and uphold the colleges safeguarding procedures when accessing student accommodation in the capacity of your duties. • To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises. • To understand and uphold the Government's statutory guidelines of <i>'Keeping Children Safe in Education'</i> in accordance with the college's policies and procedures.
Critical Success Factors	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be thorough and meticulous in their planning and organisation with a keen eye for detail. • Understand the college's policies on data protection and confidentiality and will abide by these and will have a strong sense of responsibility. • Be IT literate and able to use standard office software and will be able to search the internet and access and download information. • Will be an effective communicator who is able to listen, be well spoken and give engaging presentations. • Be able to prioritise and manage their workload and work well under pressure, maintaining a high standard of accuracy and meeting deadlines.
Scope or Scale	<ul style="list-style-type: none"> • Meeting deadlines to the full satisfaction of the Principal and the Deputy Principals. • Positive feedback from all college staff and students with regard to efficient retrieval and presentation of information. • Positive feedback from tutors, students and visitors regarding the quality of the welcome and ambiance in the office.
Key Competencies	<ul style="list-style-type: none"> • Good spoken and written English • Computer literacy • An ability to work to deadlines • An ability to work fast (while maintaining accuracy) • Good attention to detail • Initiative and ability to set up efficient work practices • Good communication skills
Guiding Principles	<p>All members of staff uphold and contribute to the college's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes possible. • The college is an inspiring environment, with motivated staff, stimulating and relevant courses, and excellent facilities.
Holiday	<p>28 days per annum</p>
Hours of work	<p>9.00 – 5.30 (with one hour for lunch).</p>
Salary & Benefits	<p>£20,000 - £22,000 depending on experience</p>

Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.