

CANDIDATE BRIEF FOR THE POSITION OF

Supercurricular Administrator

Oxford International College

TO START 1st September 2021





Oxford International School

Oxford International School (OIS) provides iGCSE, GCSE and A-level tuition and boarding to international students. It is highly successful, consistently securing outstanding academic results. Now part of Nord Anglia Education, OIS has three business divisions as below.

- 1) **Oxford International College (OIC)** – the core A-level tuition business which operates a two-year A-level programme with terms running from September to June, as well as a one year intensive A Level programme, and an iGCSE/GCSE programme.
- 2) **Oxford Summer Academy (OSA)** – OSA offers summer break tuition for two or four weeks in a range of courses varying from business studies to science.
- 3) **Oxford Science Studies (OXSS)** – OXSS provides A-level and GCSE revision courses to small groups of students during the holiday and half-term periods.



The College

Oxford International College is one of the UK's leading co-educational A-level boarding colleges for students aged 16 – 21.

Founded in 2002 by a group of experienced educationalists led by Dr Mario Peters, the College has developed into one of the most successful private tutorial colleges in the UK, welcoming students from the UK and all over the world.

Our A-level programme combines academic excellence with a passion for personal development, providing students with the best possible preparation for university and their future careers, supporting them in becoming independent and motivated learners and

enabling them to gain entry to the best British and international universities. It is our aim to help students gain the qualifications, skills and develop the qualities that will not only ensure a successful and fulfilling career, but also help them to make a positive impact on the world around them.

The College has grown each year since its foundation and is now securely settled into refurbished premises at London Place, where we can provide an outstanding experience for our extremely ambitious and high achieving students.



Teaching and learning

Academic achievement and personal growth are at the heart of what we aim to achieve at OIC; and the College's success in achieving these goals is evident in the students' considerable achievements.

Over the last three years, the students' achievements have progressed significantly. This is demonstrated by both the university destinations and the A-level results shown below:

2019: 92% of grades achieved were A* - A.

2018: 83.5% of grades achieved were A* - A.

2017: 71% of grades were A* - A.

Highlights from the recent group of A-level students applying to university and receiving offers include 100% success rate of students applying to study Engineering at Imperial College London, 100% success rate for students applying to study Medicine at top medical schools worldwide, and 50% success rate for students applying to Cambridge.

We strongly believe in encouraging our students to take a strategic approach to studies, focusing on the outcomes they

'The college helps to keep my dreams alive. Most importantly it made me realise that to achieve anything requires faith,

want to achieve. The students work with a dedicated team of tutors and personal mentors who guide them towards the right career path, degree course and university. The team aims to stretch the students beyond A-level and is the overall experience is comparable to undergraduate level teaching.

Students are offered a wide spectrum of experiences and programmes to enrich their academic studies and to prepare them for entry to top universities. In order to raise their awareness of their chosen field of study, students are also given the chance to engage with interesting and challenging topics that fall outside of the academic syllabus.

Students participate in enrichment and extra-curricular programmes which coach them to take responsibility for their goals, performance and well-being – all of which are essential to their future success.

Our objectives are to keep the students focused and motivated, to facilitate opportunities and experiences and to help them to grow as individuals.

vision, self-motivation, determination, hard work and dedication.'

Our ethos

Academic excellence is what we strive for at Oxford International College. Fundamental to this are the College's guiding principle and ethos, which all staff uphold:

- Our actions and words reflect integrity, positivity, respect and 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.
- The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.

Staff are expected to develop and continuously improve the quality of teaching in their subject area through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in teaching and learning.

In addition to outstanding teachers and excellent managers, we aim to attract staff who reflect our ethos. Our team are not only motivated, efficient and capable but also kind, supportive and collaborative. We want to be great colleagues and so sharing expertise, adopting a collaborative approach and being aware of the needs of others are behaviours that we expect and require.



SUPERCURRICULAR DEPARTMENT

We are seeking candidates to work within our Supercurricular Department. This department specialises in providing students with opportunities that do not fall within the conventional curriculum. The Supercurricular Director and his team prepare students for life at university and beyond. The positions available vary but currently we have one vacancy for a Supercurricular Administrator.

Post Summary

The Supercurricular Department plans and executes a varied and engaging programme of programmes, activities and experiences which guides students towards appropriate university and career choices and ultimately facilitates successful applications to the world's top universities.

The Department works closely with the Chief Education Officer and the Director of Studies.

The Opportunity

Oxford International College has a reputation for exceptional A-Level results and is regularly described in Independent Schools Inspectorate reports as "outstanding".

This is therefore an opportunity to work with highly ambitious and talented students, helping them gain entry to the world's leading universities and play a pivotal role in their academic and future success.

The Person

The successful candidate moving into the role of Supercurricular Administrator, will be committed to supporting students and helping them succeed and fulfil their ambitions. The Administrator will support both the Director and Senior Manager of the Supercurricular Department.

It is essential that you have a good knowledge of the UCAS system – probably from first-hand experience of gaining entry to a top UK university. Experience with international universities is also welcomed.

Whilst there is scope to shape this role, a significant aspect will involve assisting, planning and executing deliverables as seen within the wider Supercurricular Department plan.

As part of a small team, you will have a collaborative approach and be able to build relationships across the College with a range of stakeholders as well as networking with external parties.

Applications

Please apply to recruitment@oxcoll.com with the subject heading “Supercurricular Application” and attach a full and up to date Curriculum Vitae and covering letter.

The deadline for applications is **Monday 9th August 2021**.

Shortlisted candidates will be invited to interview as soon as possible after the deadline.

We reserve the right to invite early applicants for interview before the deadline, where this is deemed appropriate.

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.