



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION

SUPERCURRICULAR MANAGER

(WITH RESPONSIBILITY FOR CAREERS)

JOB ELEMENT	DETAIL
Job Title:	Supercurricular Manager
Reporting to:	Supercurricular Director
Working with:	<ul style="list-style-type: none">• The Supercurricular Team (made up of a director, a manager and two coordinators).• external partners such as employers or providers of careers guidance and training, university admissions staff, event organisers.• All students.• All colleagues within the college.
Start Date:	ASAP
Department/Location:	Oxford International College 1 London Place Oxford OX4 1BD (whilst the team office is at London Place, the SC team move between the three teaching buildings, all based in Oxford. The other two buildings are in Gloucester Green and Alfred Street).
Nature and Scope of the role:	<ul style="list-style-type: none">• Responsible for planning, overseeing and developing the school's careers programme.• Responsible for delivering high quality careers guidance, information and advice.• Shared responsibility for the planning and execution of a varied and engaging supercurricular programme of activities – each activity is

	<p>selected with a view to supporting students' career aspirations and facilitating their applications to some of the top universities in the world.</p> <ul style="list-style-type: none"> • To lead on the school's work experience programmes and all compliance procedures related to this. • To organize participation and attendance at university fairs and ensure that the right students attend the right events. • To work with the Supercurricular team to ensure the smooth delivery of Enrichment Week programmes (these run during half-term holidays), set-up with a view to supporting students in their university pathway choices and providing them with opportunities to demonstrate their skill set.
<p>Detail:</p>	<p>This is a busy role that involves a number of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> • To maintain a high level of customer service throughout the planning and execution of school events in a calm and professional manner, with the ability to troubleshoot as required. • To attend meetings and liaise with the service providers as and when required. • To meet with suppliers on the day of events and act as host. • To attend weekly departmental meetings with a view to providing feedback on the progress of programmes. • To communicate regularly with subject tutors and mentors where this is relevant to your role. • To maintain awareness of university open days and admissions tests. • To take the lead on the delivery of the school's mock admissions tests, in collaboration with the Director of Supercurricular, and the exams department. • To work closely with the Director of Supercurricular and other members of the careers team, including the specialist Oxbridge and Medicine Advisors. • To establish and maintain positive relationships with HEI (Higher Education Institution) contacts. • To communicate with parents over issues relating to individual students, as appropriate. • Building and maintaining relationships with university admissions professionals. • Monitoring individual student progress throughout the college university application process. • Liaising with the pastoral team if a concern arises. • Supporting the development of marketing material in order to help maintain and grow the Supercurricular Department. • Where appropriate, to support/produce publicity material for events, using website and social media as appropriate. • To perform general administrative duties required of the department. • To work with the Supercurricular Director to build the school's Alumni Network.

<p>Child Protection, Discipline, Health & Safety</p>	<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 maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. • To liaise with the designated Child Protection Manager (Mrs Kim Terrar) if a concern arises. • To understand and uphold the Government’s statutory guidelines of ‘Keeping Children Safe in Education’ in accordance with the college’s policies and procedures.
<p>Critical Success Factors</p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have an undergraduate degree in any discipline (D). • Have in-depth knowledge of the UCAS process. • Have experience of curriculum and lesson planning and of mapping plans against published benchmarks (Gatsby, Ofsted etc.) • Have excellent and demonstrable written and verbal communication skills. • Be IT literate and in particular competent with Microsoft Office software, including using Excel to track and report on data. • Be experienced at publishing content for blogs and social media and/or content management systems (CMS) and a willingness to learn new educational technologies. • Have excellent communication skills at all levels. • Be responsive in a timely manner to email communication. • Be able to create a welcoming and friendly environment whilst at the same time working efficiently. • Have a strong a sense of humour, flexibility, patience and creativity. <p>Desirable but not essential are:</p> <ul style="list-style-type: none"> • A post graduate degree • Student counselling qualifications • A level 6 qualification in CEIAG, such as those listed by the Career Development Institute https://www.thecdi.net/GettingQualified (E) • Knowledge Oxbridge and medical school entry criteria • Knowledge of university entry requirements and processes from around the world • Experience of supporting students to apply to HE systems outside the UK • Event organisation skills and experience
<p>Guiding Principles</p>	<p>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 &

	<p>compassion, and a strong sense of service to others.</p> <ul style="list-style-type: none"> • 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, and excellent facilities.
Holiday	28 days per annum + public holidays
Hours of work	<p>37.5 hours per week including a one-hour lunch break.</p> <p>These hours can be worked either:</p> <ol style="list-style-type: none"> 1. Between the hours of 1.00 and 9.30 pm; and/or 2. Between the hours of 11.00 am-7.00 pm <p>Hours must be worked Monday to Friday</p> <p>(days/hours to be decided once the role has been offered and accepted)</p> <p>From time to time the Employee may be required to work outside their normal hours of employment to meet the needs of the business. This may include some weekends and evenings. Flexibility will be required but time may be returned at a less busy time of the year as TOIL.</p>
Applications	To apply, please complete an application form and return it to recruitment@oxcoll.com together with a copy of your CV and a covering letter explaining a little about you and why you feel the role is right for you.
Salary & Benefits	£35,000 to £39,000 depending on experience College Pension
<p><i>The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.</i></p> <p><i>Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.</i></p>	