



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

Seeking Supercurricular Manager with responsibility for career development, university engagement and college alumni

OIC is a GCSE and A-level college teaching extremely ambitious students – most are from overseas and aiming to get into top universities around the world, although each year, the vast majority apply to British universities.

We are looking for a Supercurricular Manager to help our students to fulfil their goals, both in terms of choosing the right courses and universities, and by identifying what can be done to strengthen their applications and chances of success.

This role would suit a dynamic and focused individual, happy to work in a busy and ambitious department that's main objective is to provide an excellent service to the students at the school.

The successful candidate will enjoy working with young people and will have an ability to empathise and lead as well as to inspire. They will play a key role in the development of the department through guiding students towards appropriate universities and career choices and providing opportunities for development through a varied and engaging programme of Supercurricular activities. These activities are put together and run by a team of four, each playing an important role in the Supercurricular Department.

The successful candidate must be organised and have an accurate and methodical approach to tasks. They should enjoy working within a team and must be comfortable liaising with different universities. One aspect of the role will be to help our students to find work-experience placements. A degree from high-ranking university is essential.

We can offer you a vibrant, friendly and exciting place to work as well as a competitive salary, a contract, opportunities for progression and CPD in a positive and supportive environment.

The role will ideally start in January 2023. The salary range is from £35,000 to £39,000 depending upon experience.

To read the full job description, please visit <https://www.oxcoll.com/careers>

Applications should be sent to recruitment@oxcoll.com

All applicants must provide a covering email, a CV and a completed application form.

The closing date for applications is 15th November 2022.

OXFORD OX4 1BD

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Oxford International College is committed to safeguarding and promoting the welfare of children and young people. As such, successful applicants will be required to undertake an enhanced DBS check as well as the usual prohibition checks and provide two referees.