



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION – UNIVERSITY ADMISSIONS MENTOR

JOB ELEMENT	DETAIL
JOB TITLE	University Admissions Mentor
REPORTING TO	Supercurricular Director
DEPARTMENT/LOCATION	Oxford International College, 1 London Place, Oxford OX4 1BD
MAIN PURPOSE	<p>Main purpose:</p> <ul style="list-style-type: none"> • To assist our AS students with their university applications by: <ol style="list-style-type: none"> 1. Teaching and practising university admission tests. 2. Providing one-to-one personal statement sessions. 3. Providing mock interview practice.
DUTIES & RESPONSIBILITIES	<p>Duties include:</p> <ul style="list-style-type: none"> • To carry out activities to enrich students' knowledge of the examinations. • To proof-read and assist in amending personal statements. • To suggest suitable reading material to broaden the students' knowledge of their chosen subjects. • To conduct mock interviews to test the students' knowledge of their subject, chosen universities and courses and to help them improve their communication skills and personal conduct. • To track students' progress through the one-to-one sessions and report any concerns to the Supercurricular Director.

SKILLS AND EXPERIENCE:	<p>Skills and experience:</p> <ul style="list-style-type: none"> • To have excellent command of spoken and written English. • To be educated to degree level or to have completed the first year of their degree. • To communicate well and in a clear and concise manner. • An ability to use his/her initiative and to suggest solutions. • Good record keeping.
KEY COMPETENCIES	<ul style="list-style-type: none"> • To have a warm, helpful personality, be able to work under pressure and inspire confidence. • A courteous and confident manner with students, colleagues and visitors. • Good personal presentation. • Outstanding communication skills - written and spoken. • Ability to plan and organise impeccably. • Ability to prioritise conflicting demands. • Good problem-solving skills. • Ability to gather and organise information. • Meticulous attention to detail and accuracy. • Flexibility. • Adaptability. • Positivity. • Good team working skills. • Outstanding customer service. • Empathy with young people.
CRITICAL SUCCESS FACTORS	<ul style="list-style-type: none"> • Meeting deadlines to the full satisfaction of the Supercurricular Office. • Positive feedback from all College members with regard to efficient retrieval of information. • Positive feedback from tutors, students and visitors regarding the quality of the welcome and ambiance in the office.

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 College’s safeguarding procedures when accessing student accommodation in the capacity of the job role. • To be familiar with and uphold the ‘Internet, Email and Telephone Policy’ • 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 ‘Keeping Children Safe in Education’ in accordance with the College’s policies and procedures.
GUIDING PRINCIPLES	<ul style="list-style-type: none"> • Members of staff uphold and contribute to the College’s guiding principle and ethos: • 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. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities
HOURS OF WORK	<ul style="list-style-type: none"> • Negotiable
SALARY & BENEFITS	<ul style="list-style-type: none"> • £25.00 per hour

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.