



Job Description: Careers Education, Post 16 and Higher Education Adviser

Park House English school is committed to safeguarding and promoting the welfare of students and expects all staff members to share this commitment.

This job description is in addition to the roles and responsibilities described in the job description for teachers.

Line Manager: Assistant Head Teacher KS5

Overseen by: Head of Secondary

CHILD PROTECTION,
STUDENT WELFARE,
HEALTH AND SAFETY

- Promote and safeguard the welfare of all students
- Have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures
- Maintain good order and discipline amongst the students and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised School activities off site (in line with policy)
- Ensure that every student has the opportunity to discuss concerns and issues
- Ensure Trips & Visits Procedure is followed at all times when planning educational visits

PURPOSE

The Careers Education, Post 16 and Higher Education Adviser's priority is to support the academic and social welfare of students by initiating and maintaining a positive relationship with students, staff and families in order to enhance the school's academic mission of providing high quality learning. This role is also responsible for engaging the community in building cooperative partnerships for the sake of a student's success.

The incumbent is expected to develop a healthy, safe and productive environment in which students can achieve their potential. This role is required to advise and support students across the school on career development issues by helping them explore different career options, discuss their career path, choose courses and complete the enrolment process for tertiary/college/university education. They will also lead the development of the use of careers planning tools across the school such as Unifrog.

The incumbent is also required to assist students develop skills to help them achieve better grades through appropriate testing, introduce students to extracurricular activities and help them use and access suitable resources.



DUTIES AND AREAS OF RESPONSIBILITY	<p>Students</p> <ul style="list-style-type: none">• Interview students one-to-one or in small groups to discuss their career or Post 18 education options• Help students identify and consider the range of choices available to them and outline possible ways forward• Draw up action plans for Post 18 options worldwide based on student and parental circumstances• Discuss with students how to overcome any barriers to reaching their goals and refer them to other external providers for additional advice where appropriate• Provide advice on all aspects of the university application process (personal statements, CVs, application forms and interview processes)• Run small group sessions and larger presentations on all aspects of Post 16 and Post 18 options to IGCSE and A level students and families• Planning and organising careers/university fairs as per the need, to give early and continued exposure to higher education providers• Help students develop good study habits and time management• Advise students regarding educational issues such as course and program selection, class scheduling, school adjustment, attendance, study habits, and career planning• Identify cases involving learning difficulties or other academic related challenges affecting students' development and refer to the inclusion leader for further support.• Meet with parents and guardians to discuss their children's progress, and to determine their career priorities for their children and their resource needs for example at school information/option events.• Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.• Lead and further support staff in the writing of references for students for access to the next stage in their education• Encourage students and/or parents to seek additional assistance from professionals when necessary.• Provide students with information on such topics as undergraduate degree programs, admission requirements and financial aid opportunities.• Meet with other professionals to discuss individual student' needs and progress.• Liaison with Higher Education establishments, creating opportunities for students to have meaningful engagement. <p>Systems</p> <ul style="list-style-type: none">• Manage the embedding of the UniFrog platform throughout the school• Be proficient in the use of key country application platforms (UCAS, Common App, OUAC, Studielink etc.) or have a willingness to learn• Ability to track, analyse and present matriculation data to senior management team• Keep up to date with current trends in Post 18 higher and further education market, job markets, educational laws and academic developments by liaising with employers, training providers and events run by professional bodies <p>Administration & Reporting</p> <ul style="list-style-type: none">• Oversee the development and implementation of the school's career program and contribute as needed to the PHSE offering• Maintain accurate and complete student records as required by laws, Ministry policies, and administrative regulations.• Evaluate individuals' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.• Prepare reports on students and activities as required.• Assess needs for assistance such as remediation, financial aid, or additional vocational training, and refer students to the appropriate services.
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	<ul style="list-style-type: none"> • Instruct individuals in career development techniques such as job search and application strategies, resume writing, and interview skills. • Compile and study occupational, educational, and economic information to assist students in determining and carrying out vocational and educational objectives. • Review transcripts to ensure that students meet graduation or tertiary education entrance requirements, and write letters of recommendation. • Establish and enforce behavioural rules and procedures to maintain order among students. <p>Communication with Stakeholders</p> <ul style="list-style-type: none"> • Provide information for teachers and staff members involved in helping students identify and pursue employment opportunities. • Address community groups and staff members to explain available advisory services. • Attend staff meetings, and serve on committees as required • Conduct follow-up interviews with students to determine if their needs have been met. • Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence • Plan and conduct orientation programs and group conferences to promote the adjustment of individuals to new life experiences such as starting tertiary education • Collaborate with teachers and leadership in the development, evaluation, and revision of school programs.
	<p>Health and Safety</p> <ul style="list-style-type: none"> • Emphasize the importance of safety in all areas of the curriculum, communicating to the students the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipment • Safeguard Park House students • Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities • Assist in implementing all policies and rules governing student life and conduct • Ensure that, all the necessary health and safety rules and procedures are being followed • Maintain an awareness of all the health and safety measures to be taken when in school
PROFILE	<ul style="list-style-type: none"> • Bachelors Degree • Further training in careers education and advice • Experience of working within a school or other education setting • Minimum 2 years of relevant experience • Supporting the academic wellbeing of children in a school setting • Must hold a current Enhanced Criminal Records Bureau Disclosure, or equivalent, for countries lived and worked in for the last 10 years • English is mandatory
SKILLS AND ABILITIES	<p>Competencies</p> <ul style="list-style-type: none"> • Excellent communication skills and command of the English language, in spoken and written form • Presentation skills with the ability to present information in a concise and professional manner to a variety of audiences • Organization skills: well organized and able to prioritize, multi tasks and meet deadlines • The ability to work on a regular and punctual basis • Flexible and work well under pressure • Customer service • Critical thinking • Ability to negotiate, persuade and motivate others • Willing attitude to be a part of the school team • Strong sense of professionalism • Safeguarding and welfare of children • A collaborative team-player with excellent interpersonal skills • The ability to develop good personal relationships within a team • Behaviour management



	<ul style="list-style-type: none"> • Demonstrated competency to use computer applications related to the role, including word processing and spreadsheet applications • Record keeping and report preparation methods • Interpersonal skills including tact, courtesy and patience • Willingness to undertake appropriate Professional Development <p>Attributes</p> <ul style="list-style-type: none"> • Empathetic listener • Integrity and confidentiality • Internationally minded • Emotional intelligence • Intercultural awareness, creative • Flexible and a can-do attitude • Passionate about delivering quality education • Able to command respect of students, colleagues and parents • Driven by wanting to improve quality and develop the school • Reliable with an attention to detail and a commitment to quality • An innovator with a willingness to embrace change
OTHER	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>As a member of the staff of Park House you will need to comply with the below:</p> <ul style="list-style-type: none"> • Compliance with the school's Vision, Mission and Policies • Positive Professional Relationship with all staff members are maintained • Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance • The hours of work as arranged with the Principal are strictly followed <p>This position entails working with information, much of which is held in confidence. Under no circumstances is this confidentiality to be compromised.</p>

Approvals	
Line Manager:	Principal:
Employee:	HR:

The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA & Canada, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and students from 2-18 years of age. We have now expanded to 48 schools delivering multiple curricula and building on local brands and reputations with around 45,000 students and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more students and staff to the group.

All our schools:

- Help children and students learn to levels that amaze them.
- Inspire children and students to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, students and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit teachers in several ways including direct application to the school and through international teacher recruitment agencies and organizations.