

**Job Description**

**Whole School Careers and Higher Education Lead**

**Job Title:** Whole School Careers and Higher Education Lead

**Accountable to:** Director of Sixth Form

**Job Purpose**

To lead on all aspects of careers education, information, advice and guidance (CEIAG) across the school. This pivotal role focuses on driving forward the school’s strategic approach to post-16 and post-18 progression, including transition to the Sixth Form, UCAS applications, Oxbridge, Early Entrance, Degree Apprenticeships, and wider careers provision across the whole school.

**Key Responsibilities**

**UCAS & Higher Education**

* Lead the full UCAS application process for all Year 13 students, ensuring high-quality applications and personal statements.
* Arrange visits to Universities and Fairs.
* Lead on Student Finance information and university bursary support
* Coordinate practice interviews and preparation for early entry candidates (e.g. Medicine, Oxbridge, Veterinary Science).
* Work closely with the Sixth Form team to shape and implement an effective Oxbridge strategy.
* Organise Enrichment Days and Form Times on the UCAS process.
* Work with Director of Sixth Form and Year 13 Director of Study to support in ensuring extenuating circumstances are forwarded to Examinations Manager

**Careers Education & IAG**

* Oversee the school’s careers programme, ensuring compliance with the Gatsby Benchmarks.
* Lead the delivery of impartial and high-quality information, advice, and guidance (IAG) across all year groups.
* Organise and manage work experience placements for Year 10 students, ensuring meaningful and safe opportunities aligned with student interests and aspirations.
* Manage relationships with external careers advisors and services, ensuring regular student access.
* Coordinate Unifrog, enrichment activities, and the school Careers Fair.

**Degree Apprenticeships**

* Support the development of a clear school approach to Degree Apprenticeships, including awareness, application support, and employer links.

**Year 11–12 Transition**

* In collaboration with the Director of Sixth Form (DoS 12), support the transition from Year 11 to 12, including guidance interviews, taster days, and application support.

**Wider Sixth Form Contribution**

* Support the planning and execution of events and initiatives that raise aspirations and ensure students are well-prepared for life after school.

**Person Specification**

**Essential:**

* Strong knowledge of post-16 and post-18 progression routes including UCAS, apprenticeships, and employment.
* Experience working in a school, college or education setting, ideally with post-16 students.
* Excellent organisational and communication skills.
* Confidence in delivering one-to-one and group sessions.
* A student-centred mindset and ability to inspire young people to achieve their goals.

**Desirable:**

* Experience with platforms like Unifrog or similar careers tools.
* Familiarity with the Gatsby Benchmarks and the CDI Framework.
* Experience supporting Oxbridge or early entry university applications.

**What We Offer**

* A supportive and collaborative staff team
* Opportunities for professional development and training
* The chance to make a significant difference in students' futures
* Flexible working when required
* Generous pension scheme

**Our Values**

At OPGS, our school values are underpinned by **kindness, tolerance, and respect**. These principles shape our community and guide everything we do. We are committed to fostering a positive, inclusive, and supportive environment for both students and staff.

**OPGS is committed to creating an inclusive workforce**. We welcome applications from all individuals regardless of background, identity, or personal circumstances, and we actively promote equality of opportunity for all.