

# BRAMPTON COLLEGE

INDEPENDENT SIXTH FORM COLLEGE

CAREERS & HIGHER EDUCATION ADVISOR



## THE COLLEGE



Brampton College is a leading independent sixth form college, located in North West London and was founded over 30 years ago by the Principal, Bernard Canetti.

Brampton has an outstanding record of academic success and has consistently been the most successful sixth form college in London, coming top of the Department for Education league tables for the past 20 years. The College provides the highest academic standards and individual care in a friendly, encouraging and supportive environment. There are 236 students on roll and 70 members of staff.

### Location & Facilities

We are situated in attractive period buildings close to the amenities of Hendon. The buildings have been designed to meet our requirements and include four laboratories (all of which have been recently refurbished), a purpose-built art studio, excellent computer facilities, a library, main hall, staff rooms and student common room.

### Our Results

In 2022, 56.1% of A Level results were A\*/A grades and 81.7 % were A\*-B grades. Brampton College came 3rd nationally in the DfE performance table of independent sixth form colleges in 2019 (the last year that these were published) and has come top of all sixth form colleges in London for the last 20 years, ranked on average point score per A Level. Please view the downloadable document for more detail. This year, 72% of our students gained entry to their first choice university, including for Medicine, Dentistry, Engineering, Economics and Maths, with 80% progressing to Russell Group Universities.

### ISI / Ofsted Inspection

Our most recent ISI inspection was in December 2021, where the academic and other achievements of the students, as well as their personal development and the governance of the College were all judged to be excellent.

A few highlights from the inspection report,

*'Pupils attain highly and make excellent progress across the school.'*

*'Excellent identification of individual targets assist pupils' focus upon key areas'*

*'The quality of the pupils' personal development is excellent....due to the strong commitment of senior leaders and staff to providing high levels of pastoral support.'*

*'A very large majority of pupils and parents commented on the help and encouragement they receive from supportive, experienced and dedicated staff.'*

*I'm really happy. I'm off to study Medicine which has been my goal from day one! I've especially valued the personal relationships you develop with teachers here at Brampton – being able to go to them whenever I needed them for questions, time management or personal guidance. They helped me beyond my academic studies.*

*More than the academic side of things, I've become a more confident person. Brampton teaches you to become an adult, it makes you more eager to learn. I've been reassured by my teachers and given a sense of self-belief I never had before.*

*An amazing result of A\*A\*A\*A for Joyce Kam who went on to study Medicine at King's College London.*



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## THE CAREERS DEPARTMENT

The Careers and Higher Education Department at Brampton has an excellent record of success and is a core part of the College's overall provision. The department supports students in their aspiration to win places at competitive, leading universities in the UK and across the world.

In 2022 75% of students took up places at their 'Firm Choice' university, the majority of which were Russell Group institutions. Since 2019, over thirty students have won places to study Medicine or Dentistry at universities in the UK, and the Careers Department's reputation for supporting students in this and related areas is exceptional.

We are now seeking to appoint a Careers and Higher Education Advisor to be based in the college full-time (though part-time will be considered). The work of the successful candidate will be overseen by the Vice Principal and Assistant Vice Principal and the post-holder will report directly to the Principal.

The atmosphere in the department is supportive and the role of the Careers staff in the college is highly valued. We have certain minimum expectations regarding UCAS applications and college-wide events, however we welcome an autonomous approach and a 'can-do' attitude in the delivery of these and in the promotion of careers and university options throughout the college.

The successful candidate will help us continue to build on our successes and develop further strengths and priorities as we look to enhance this key area of our provision. The Careers staff oversee the university application process and take direct responsibility for several students' applications. They play a key role in working with our 'early applicants' (such as Medical School and Oxbridge applicants) and in the promotion of careers and university options throughout all year groups. The service we offer is bespoke and individualised and we continue to seek opportunities to make our provision ever-more specific to each individual student.

The department has developed a large range of support materials tailored to the specific requirements of our cohorts. However, there is scope for the successful applicant to review these and create resources to enhance the delivery of Careers and Higher Education at Brampton. We recently invested in the university application support platform 'Unifrog' and although no prior knowledge of the software is necessary for the role, we would expect the post-holder to oversee the implementation of this for staff and students.

### OVERVIEW OF THE ROLE

The Careers and Higher Education Advisor will work with all students in the college helping them to select their university and career choices. An in-depth knowledge of UK universities and degrees available is essential for this role, along with experience of managing applications for competitive degrees including Oxbridge, Medicine and Dentistry. An understanding of the US Common App is also helpful as is awareness of the Gatsby Benchmarks. An understanding of career progression from subject choices at college through to degrees and on to careers after university is also required.

Much of the work is one-to-one, however there are also several careers talks each term which would be delivered in person to the different year groups. The role is extremely rewarding role as it involves supporting students with the next stage of their education and as they make the transition to adulthood. The Careers and Higher Education Adviser will support the College's core aims and values and ensure that the Careers Department is aligned with these.

### KEY OBJECTIVES

The main objective of the Careers and Higher Education Adviser is to provide students with expert and impartial careers education, guidance and information at key transition stages including support with AS and A Level subject choice, post-A Level decisions and preparation for Higher Education and beyond.





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We are looking for an exceptional careers and higher education expert to lead the college's careers programme. This is a term time only role. Both full-time and part-time candidates will be considered.

## PERSON SPECIFICATION

The successful candidate will have experience in advising students on university applications to institutions in the UK. They will be familiar with what is required to help students to achieve places on competitive courses at top UK universities. They will have excellent interpersonal and communication skills and be committed to individual student needs. We are looking for a reliable, flexible individual with a positive 'can-do' approach and a sense of humour. In return, Brampton offers a welcoming, supportive and pleasantly informal working environment, where students are highly motivated and engaged in the UCAS process.

This job description is neither exhaustive nor exclusive and should be seen as enabling rather than restrictive. The right candidate will see a vision for Careers support at Brampton College, take positive steps to implement this vision and support the development of careers and UCAS provision throughout the College.

## JOB DESCRIPTION

*This job description is neither exhaustive nor exclusive and should be seen as enabling rather than restrictive. The right candidate will see a vision for Careers support at Brampton College and take positive steps to implement this vision and build the profile of careers and UCAS provision throughout the College.*

### Key Accountabilities

Throughout the Academic year we expect the post holder to:

- Co-ordinate a two or three day 'UCAS/Future Pathways' off-timetable event in the summer term
- Arrange the College's introduction to UCAS and university day for students and parents
- Deliver the GCSE students' careers/university event
- Co-ordinate and deliver at least two 'mock-interview' days for 'early applicant' candidates (Oxbridge, Medical School, Dentistry etc)
- Meet individual students as many times as required to ensure they receive bespoke careers and university advice
- Meet every AS student at least once in the Spring Term and every GCSE student in either the Spring or Summer term
- Deliver Personal Tutor sessions to share key careers information
- Contribute to the personal tutoring programme for Year 12, Year 13 and one-year A level students
- Attend college to support students on A level results day and for up to four subsequent days (please clarify with John)
- Maintain the College Careers policy
- Ensure the College is compliant with requirements of the DFE, ISI, Ofsted and other oversight bodies and that the college meets its statutory requirements in careers and higher education
- Support applications as a referee and one-to-one advisor to at least forty Year 13 or one-year A level students per year
- Contribute to the College Bulletins for Staff and Parents as required
- Manage Unifrog and the UCAS platform
- Oversee the UCAS programme including providing training for new referees or advisors
- Contribute to the College's extra-curricular and enrichment programme
- ♦ Support delivery of the Colleges 'special programmes' including Medical School Programme, Oxbridge Programme and Law Forum
- ♦ Support students with their future aspirations
- ♦ Support 'post-A-level' alumni university applications





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## OUR TEACHING ETHOS

**Our aim is to help each individual student succeed in their aspirations and achieve the best possible exam results. To this end, the College places an emphasis on individual support. Class sizes are small, with an average of seven, and weekly tutorials are available in all subjects to review coursework and tests, discuss areas of difficulty and to prepare for exams.**

Weekly or fortnightly tests are an integral feature of all courses and a critical factor in the success of our students. They identify areas of weakness and help students gain the confidence and techniques for succeeding in exams. Heads of Department supervise progress using these weekly test and homework marks, and these records are then passed on to each student's Personal Tutor to discuss with them in their weekly meeting. Communication and collaboration with parents is highly valued and so this detail is summarised in the students' reports which are available to parents on a regular basis.

The UCAS programme is a critical and central part of the College's operation. We offer a superb service, which ranges from providing careful guidance and expertise in choosing the right university course to helping with writing personal statements and interview preparation. There is also a special programme for applicants to medical science degrees, including a weekly Medical Forum. This programme consists of seminars, lectures, mock interviews and preparation for the UCAT and BMAT examinations. We also offer a comprehensive Oxbridge programme.

But, more than this, we are concerned with broader educational objectives, such as developing students' confidence, self-motivation and the capacity to think for themselves, as well as teaching them how to study effectively in preparation for university education.

With this in mind, we work hard to ensure our students feel supported and we take the wellbeing of each of our students seriously. Each student is assigned a Personal Tutor who provides support for both personal and academic matters. The College has a full-time Head of Learning Support, as well as an in-house Student Counsellor and an Educational Psychologist who are available for individual consultation should the need arise.

Our wellbeing programme continues to evolve, and now encompasses increased staff support and guidance due to the recent addition of an in-house Adolescent Psychotherapist, whose role is primarily to provide support to staff in working with students under their care, as well as any work-related concerns.

We encourage open communication between parents and teachers and, as part of the support we offer to parents, each year we invite a range of leading psychotherapists and psychologists to give parenting talks on themes varying from emotional issues to motivation.





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## FURTHER DETAILS

### Start Date

Ideally during the 2023 Summer Term, though an August or September start will be considered.

### Remuneration Package

An attractive remuneration package, depending on qualifications and experience, including an annual profit-related bonus and pension contributions. In addition, we offer a generous remission of fees to staff for any eligible children.



## HOW TO APPLY

### Closing Date

6pm Monday 29th May 2023

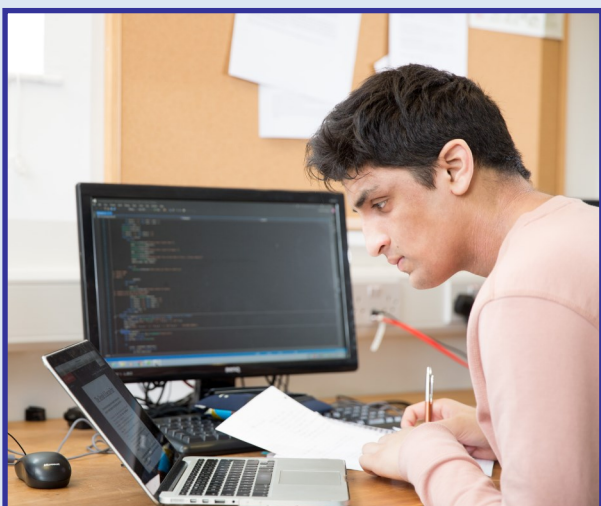
### Submitting Your Application

Applications should be made to the Principal's PA, Josie Mulkerrin via [jmulkerrin@bramptoncollege.com](mailto:jmulkerrin@bramptoncollege.com),

For an informal discussion about the post, please feel free to telephone John Wilson, Vice Principal, on 0208 203 5025 or via email to the Principal's PA: [jmulkerrin@bramptoncollege.com](mailto:jmulkerrin@bramptoncollege.com)

### Interviews

**The College may choose to interview prior to the closing deadline, so early applications are strongly encouraged.**



*Brampton College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the receipt of an enhanced DBS certificate and other relevant registrations and clearance.*

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## HOW TO FIND US

