

ERSKINE STEWART'S MELVILLE SCHOOLS



CAREERS COORDINATOR (HIGHER EDUCATION)

Purpose of Job

The Careers Coordinator (Higher Education) reports directly to the Head of Careers and works closely with the Higher Education Coordinator. They have particular responsibility for the delivery and co-ordination of university advice for Senior School students, the UCAS process and the provision of professional career guidance services, including personal guidance interviews, in order to improve students' skills, knowledge and understanding for career planning and management.

Accountability

The Careers Coordinator (Higher Education) is accountable to the Head of Careers.

Authority and Direct Reports

The Careers Coordinator (Higher Education) has authority as delegated by the Head of Careers and the Higher Education Coordinator.

Key Relationships

The Careers Coordinator (Higher Education) will work closely with the Head of Careers and Higher Education Coordinator.

The Department

The Careers Coordinator (Higher Education) works with both the Head of Careers and the Careers Coordinator (Learning). They also work with the Higher Education Coordinator and Assistant Higher Education Coordinator. The approximate allocation of time across Careers and Higher Education is: Term 1 25% careers and 75% Higher Education, Term 2 60% Careers and 40% Higher education, Term 3 50% Careers and 50% Higher Education.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the Leadership of the Schools

As a Careers Coordinator:

- Provision of careers advice to students at ESMS
- Help to organise Careers events in co-ordination with the Head of Careers and Careers Coordinator (Learning)
- Undertake Morrisby careers interviews with students and undertake related administration where required
- Support the drop-in careers service at break and lunch times
- Support the finding of contacts for careers events at ESMS

- To assist in the coordination of the work experience programme in Term 3 for S5 students
- To liaise with parents about careers related enquiries, including at Subject Choice events
- Input relevant data onto the school's Management Information System
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- Build relationships with speakers, organisations and the wider ESMS community in support of Careers and Higher Education
- Comply with individual responsibilities, in accordance to the School's Equal Opportunities Policy.

As a Higher Education Coordinator (the main priority for the first half of the year up to the January UCAS deadline)

- Provide advice to S5 and S6 students on courses and university choices and work closely in liaison with the Higher Education Coordinators
- Provide advice to S5 students on subject choices relating to university and higher education admissions
- Be involved in the process of reference writing and the completion and dispatch of a significant number of S6 and former pupil UCAS forms and applications for conservatoires and foreign institutions
- Write references for, and support / send the applications of all college, apprenticeship and S5 UCAS applicants
- Support and advise students looking to take a gap year / year out after school
- Liaise with the Higher Education Coordinators to organise, and attend, relevant UCAS Conferences and Higher Education presentations at General Studies and to parents in June, and the S5 Subject Choice evening
- Lead the June S5 transition programme 'S5 Student Futures'
- To liaise with parents about Higher Education queries
- Responsibility, with the Higher Education Coordinators, for the content and production of all ESMS UCAS advice
- Responsibility, with the Higher Education Coordinators, for university tests and interview preparation and practice as required
- Help produce statistics regarding the destinations of ESMS students, most popular universities/courses and keep Firefly updated with useful information, including feedback from those facing interviews and tests
- Any other activities as delegated by the Head of Careers, Higher Education Coordinator or the Principal

Person Specification

	Essential Criteria	Desirable Criteria
Experience	Experience with supporting and delivering university advice to students	Experience undertaking Morrisby Career Interviews Experience working in an educational setting
Education/Qualifications	Relevant qualification in Careers Guidance	
Skills/ Abilities/ Capabilities	Highly developed human skills displaying diplomacy, patience, empathy and tolerance	Able to self-evaluate, be willing to learn and adapt and evolve practice
Personal Attributes	Excellent written and verbal communication skills Flexible, strategically minded and solution-focused in approach High level decision-making skills	

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The Post	This is a full time, term time only, permanent position available from 14 August 2025. The postholder will also be required to work an additional two weeks during the school holidays.
Salary	Remuneration will be on the ESMS Support Staff Salary Scale 1 Point 34 which pro-rata is £37,014 per annum.
Hours of Work	The hours of work will be Monday to Friday 8.30am to 4.30pm with 45 minutes unpaid for lunch. Term time plus two weeks.
Annual Leave	Annual leave will be a paid allowance in the annual salary as this is a term time plus two weeks contract. All holidays will be taken during the school holidays.
Location	The postholders will work across The Mary Erskine School and Stewart's Melville College.
Pension	The successful candidate will automatically enrolled into the Merchant Company Stakeholder Pension Scheme.
Benefits	Staff are offered a range of benefits including free school lunch during term time; use of the schools' swimming pool and fitness room outside school hours; membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

The closing date for applications is 12pm on 15 April 2025. We anticipate interviews will be held week commencing 22 April 2025.