



**Fettes College**

## **Higher Education & Careers Guidance Adviser September 2026**



This is an exciting opportunity to lead on careers education, information, advice and guidance at Fettes College from September 2026.

The Higher Education and Careers Guidance Adviser is responsible for the strategic leadership, planning and coordination of guidance and support to students in relation to post-school pathways. They will ensure that every student is well-advised; all applications are accurate and timely; and higher education 'destination' outcomes are consistently strong.

The successful candidate will report to, and work closely with, the Head of Sixth Form and liaise closely with the Head of International University Liaison.



## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school. Founded by Sir William Fettes in 1870, it was originally a boy's school but started admitting girls in 1970. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.

Fettes has a strong focus on pastoral care and all-round education, providing our students with *'A place to live. A place to learn. A place to grow'*. We are unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). The school was in the Top 10 in the UK for the IB in 2025 and recently rated 'Excellent' by Education Scotland for its curriculum, and for raising attainment and outcomes.



## Aims

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core. To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and teamwork
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin race, or religion
- Are encouraged to stretch and challenge themselves in everything they undertake

## Higher Education & Careers Adviser

The Higher Education and Careers Adviser at Fettes College plays a central role in preparing pupils for life beyond school. Working closely with students, parents, and staff, they provide tailored guidance on university applications, apprenticeships, and alternative pathways in the UK and internationally. With a strong track record of supporting applications to leading universities and competitive courses, they must combine strategic expertise with a highly personalised approach.

Through one-to-one guidance, skills development workshops, visiting speaker programmes, and careers events, this role empowers pupils to make informed, ambitious choices about their futures. This work is underpinned by a commitment to developing confidence, independence, and global awareness, ensuring that every student is well equipped to navigate an evolving higher education and employment landscape.





## **A Supportive Staff**

New staff at Fettes join a friendly and supportive community with a dynamic mixture of age and experience. Every new member of staff undertakes an induction programme and is supported thereafter through an annual performance appraisal process, designed to foster professional growth and excellence in their role.

We are committed to inclusion for all staff and welcome staff into our community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **Excellent Career Development**

There are opportunities for career development across a range of areas, including academic, pastoral, and extracurricular activities where appropriate. The close-knit nature of boarding school life fosters strong and positive relationships between staff and students. While operational roles are not expected to be fully involved in all aspects of school life, there may be opportunities for those who are interested to develop their skills further or take on additional responsibilities over time.

## **Expectations of Staff**

Fettes expects all our staff to be professional, well-mannered, well-presented and courteous to students, staff and visitors to the College always. All staff are expected to read and understand the various school policies we must ensure that these are followed.

## **Quality of Life**

Fettes (and, more widely, Edinburgh and Scotland) offers an exciting environment in which to work and live. The school is situated a short walk from the restaurants and bars of Stockbridge and within easy reach of galleries, concert halls, theatres and cinemas. Each member of staff enjoys membership of the excellent on-site Westwoods Sports Centre and there is never far to travel for further outdoor pursuits such as water sports, hill-walking, skiing and climbing. Staff also have the opportunity to lead or assist on exciting trips and tours to all corners of the globe.



## The Ideal Candidate

Successful applicants for a post at Fettes will be expected to demonstrate the following qualities:

- A strong academic and professional background with relevant expertise and qualifications in their field. A Postgraduate Diploma in Career Guidance and Development or equivalent is essential.
- Ambition, diligence, and a clear commitment to ongoing professional development
- Excellent communication skills, both written and verbal
- Outstanding organisational skills, with the ability to manage competing priorities and work effectively to tight deadlines
- Confidence in using technology to enhance efficiency, communication, and engagement
- Enthusiasm for contributing positively to the wider life of the school community

## Key Responsibilities

Higher Education admissions

- Oversight of UK post-16/18 routes, including:
  - Universities and higher education providers
  - Apprenticeships
  - Employment
  - Gap year planning and UK-based deferrals
- Overall leadership of UCAS processes, including:
  - Timelines, compliance, and audit trails
  - Predicted grade processes
  - Overseeing references
  - Alumni applications
- Supporting *The Head of International University Liaison* with:
  - US/Common App applications
  - EU and international systems
- Liaison with UK universities and admissions services

Careers' guidance & support

- Provide structured 1:1 careers guidance interviews at key decision points from Fifth Form to Upper Sixth form, in line with the Gatsby Benchmarks (particularly Benchmark 8: Personal Guidance)
- Offer personalised, impartial support to ensure students are realistic, well-informed and confident in their post-18 choices, with particular attention to students with additional or specific learning needs (Benchmark 3: Addressing the Needs of Each Pupil)



- Advise on alternative or bespoke Sixth Form pathways where appropriate, ensuring suitable and informed progression routes (Benchmark 7: Encounters with Further and Higher Education)
- Work closely with the Oxbridge and MDV Co-ordinators to deliver targeted guidance for high-attaining students applying to competitive destinations.
- Contribute to the ongoing development of a stable and ambitious whole-school careers programme (Benchmark 1: Stable Careers Programme)

#### Careers education & enrichment

- Lead and deliver the Careers Programme from Third Form to Upper Sixth Form to develop employability skills, support decision-making, and ensure transition readiness
- Coordinate with the Head of Engagement and *The Fettes Careers Partnership* regarding:
  - Careers events e.g. HE & Careers Expo and speaker programmes
  - Employer engagement and visits
  - Higher Education encounters
  - Alumni involvement

#### Parent communication

- Act as the primary contact for parents on UK post-16/18 pathways and applications
- Support parent briefings and guidance events
- Provide clear, timely communication around processes, expectations, and deadlines

#### Data, destinations & reporting

- Track and analyse all destinations data, taking a lead on IB, A Level and GCSE Results Days and helping to follow up thereafter.
- Report outcomes and trends to the Academic Leadership Team and Governors



## Benefits

This is a full time, term time position, working 37.5 hours per week Monday to Friday (8.30 am to 4.30 pm with a one-hour (unpaid) lunchbreak, and occasional weekend and evening working as required.

Salary: Will be in the region of £45,000 to £50,000 dependent on qualifications and experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool
- Free lunch during term time, and at other times when catering is provided, and you are on duty
- Life insurance scheme
- Excellent Employee Assistance Programme (EAP)
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Interested candidates can contact Caroline Davies, Head of HE & Careers by email at [cl.davies@fettes.com](mailto:cl.davies@fettes.com), if they wish to discuss the role prior to a formal application being made. To apply, please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com)

The closing date for applications is Wednesday, 13<sup>th</sup> May (close of business), with interviews likely to take place in the week of 18<sup>th</sup> May.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College or have any questions about how this might work for you, please contact Anushka Chakravarty Deputy, Head (Academic) at [a.chakravarty@fettes.com](mailto:a.chakravarty@fettes.com).