

JOB DESCRIPTION

US Universities Advisor



HARROW
SCHOOL

DEPARTMENT	Universities and Careers
REPORTS TO	Master i/c of North American Universities
RESPONSIBLE FOR	N/A
WORKING PATTERN	20 hours per week during term time (33 week) plus 4 additional weeks during the holidays (your employment contract will give full details)
ISSUE/REVISION DATE	September 2021

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Harrow School has a strong Universities team which manages all applications made by boys in the Sixth Form. Overseen by the Academic and Universities Director, this team includes a Master in Charge (i/c) of UK Universities, Master i/c of Oxbridge, a Master i/c of North American Universities as well as specialists to oversee applications in Medicine, Economics and Finance, Engineering and Humanities. It also includes the Head of the Careers Department. The Universities Team supports teaching staff in the universities process and offers guidance to the boys as they plan and prepare their university applications.

In recent years, the number of Harrovians choosing to apply to US universities has increased to between 40-50 per year. Harrow regularly sends boys to Ivy League universities, as well as other equally prestigious and competitive universities, such as Stanford and Chicago.

THE ROLE

The US Universities Advisor reports to the Master i/c of North American Universities. While the Master i/c of US Universities has overall responsibility for applications to US universities, the candidate will work very closely with them, collaborating and liaising on most aspects of the role.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

Duties of the role will include:

- Providing guidance and advice to boys, parents, and teaching staff about all elements of the application process. This involves having an 'open door' policy for boys to drop in and to seek advice or guidance on any stage of the process.
- Assisting with parents' meetings and other events as requested to discuss US university admissions.
- Keeping up to date with the latest developments in the application process and news from specific US universities and disseminating this information to boys as part of a weekly bulletin.
- Preparing boys for interviews and offering opportunities for mock interviews.
- Reviewing letters of recommendation, counsellor letters, and any additional letters of recommendation.
- Updating / developing the School Profile for US university applications
- Producing guidance materials on the US universities application process for internal use and for parents.
- Liaising with US universities in making arrangements for representatives of US universities to visit the School.
- Supporting US universities related events that regularly take place at school.
- Developing the School's relationships with US universities.
- Assisting the Master i/c of North American Universities in organising tours of US universities on the West and East Coasts.
- Supporting applicants to Canadian universities.
- Contributing to the wider work of the Universities Team.

The role would involve 20 hours per week during term time, 33 weeks per year plus an additional 4 weeks (or 20 days during the holidays). This would always involve Tuesday and Thursday afternoons, plus some other times as agreed with the Master i/c of US Universities. Occasionally, there might be some evening and weekend commitments. Due to the need to support boys at critical times in their application, this role would involve being available (in some form) during half-term of the Autumn Term and in early December during the Christmas holidays in addition to undertaking a few days of work at the beginning of the Easter and Summer holiday periods.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team.

PERSON SPECIFICATION – US Universities Advisor

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.

Alongside the behaviours set out above, post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Education to degree level or beyond.

DESIRABLE

- A degree from a highly selective US university;
- Academic experience in the Humanities and Arts.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of how the US college admission system works, particularly in relation to international applicants;
- Knowledge of how to advise students and assist them in the application process to US colleges;
- Experience of working within an educational establishment in the UK, in the US, or elsewhere;
- Understanding of the UK education system with its differences / similarities to the US system.

DESIRABLE

- Experience of writing recommendations for US colleges;
- Editorial experience;

- Experience of working with or for US college admissions departments;
- Established contacts with US universities admissions departments;
- First-hand experience of the US university system particularly as an international (UK) applicant;
- Knowledge of the scholarships system in US universities.

SKILLS AND ABILITIES

ESSENTIAL

- Excellent written English;
- Strong interpersonal and communication skills;
- Attention to detail;
- Ability to work both as an individual and part of a team;
- Use of the Common Application system and its equivalents.
- Excellent organisational skills

DESIRABLE

- Innovation and imagination.

PERSONAL ATTRIBUTES

- Discretion and integrity;
- Strong organisation skills and ability to work under pressure and to meet deadlines;
- Enthusiasm, inter-personal skills and a willingness to network;
- Experience of public speaking.