



OXBRIDGE COORDINATOR

JOB DESCRIPTION

Purpose

To lead, develop and deliver a strategic programme to support highly able students applying to the Universities of Oxford and Cambridge. The post-holder will inspire academic ambition, ensure rigorous preparation, and work closely with staff, students and parents to maximise success in competitive university admissions.

Strategic Leadership

- Develop and implement a coherent Oxbridge preparation programme from Year 10 through to Year 13.
- Promote a culture of academic excellence, intellectual curiosity and aspiration across the school.
- Monitor national admissions trends and changes to Oxbridge admissions processes, ensuring the school's provision remains current and competitive.

Student Identification and Guidance

- Identify potential Oxbridge candidates in collaboration with subject teachers and Heads of Department.
- Provide tailored guidance to students on subject choice, college selection, personal statement writing and application strategy.
- Review and provide personal statement feedback to Oxbridge applicants.
- Offer support throughout the application process.

Academic Preparation

- Coordinate subject-specific preparation for admissions tests.
- Support departments in delivering extension and enrichment opportunities beyond the specification.
- Organise mock interviews, including external academic input where appropriate.

- Oversee support for written work, including personal statements and written submissions.

Enrichment

- Publicise enrichment activities such as academic lectures, reading groups, essay competitions and summer schools.
- Coordinate a visit to an Oxbridge College for potential applicants.

Communication and Pastoral Support

- Communicate effectively with parents and carers regarding the Oxbridge pathway and expectations.
- Support students pastorally through what can be a demanding and competitive process.
- Ensure equity of access and encouragement for students from all backgrounds.

Monitoring and Evaluation

- Track applications, offers and outcomes, reporting annually to senior leadership.
- Evaluate the effectiveness of the Oxbridge programme and implement improvements.