

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

### Admissions Director (Maternity Cover)

#### Job Description

The Admissions Director is a member of the School Leadership Team and leads the Community Engagement Team. The Admissions Director is responsible to the Director for

- processing all student admissions
- the effective promotion of Halcyon's curriculum, culture and values to prospective families
- processing, developing and maintaining effective admissions data
- the strategic development of the admissions office and Community Engagement Team (CET)
- the successful promotion and marketing of the school, with the Marketing Leader
- safeguarding and promoting the welfare of children

*The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.*

#### 1. General responsibilities

##### The Admissions Director will

- be an active advocate for Halcyon's vision, mission and core aims
- be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School, ensuring alignment of admission policies and practices to IB Standards and Practices
- lead the Community Engagement Team to develop, implement and deliver Halcyon's strategic marketing goals, aligned to the school's strategic planning
- collaborate with the Administrative Team, to support and maintain the school's operational goals, aligned to the school's strategic planning
- collaborate with curriculum teams and the Student Wellbeing Team, to ensure that at all times the admissions process reflects the school's curriculum, and promotes a safe, supportive learning environment for students and parents
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- engage with teachers, students, parents and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
- lead and support a culture accepting of innovation
- be an active, life-long learner

#### 2. Specific responsibilities

##### The Admissions Director will

1. Lead, develop and maintain all essential elements of an **intentionally inclusive, personal and applicant-oriented admissions process**, fully aligned with our Admissions Policy and always

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

including the following:

- a) focused, high quality customer care at all times
- b) a personal and immediate response to all enquiries, designed to be the foundation of a meaningful relationship with each prospective new family
- c) the provision for each new enquiry of accurate, detailed information about the school, its mission, and curriculum
- d) arranging and leading one-to-one on-site visits and tours
- e) providing all new enquirers with personal support and guidance through the admissions process, ensuring all components of the application process are completed correctly f) following every application to the point of final acceptance (or withdrawal of interest) by reviewing application forms, ensuring that all relevant documentation is received, recorded, and shared with the Admissions Committee for review
- g) arranging and supervising applicant testing, where appropriate
- h) explaining the nature of the school's IB curriculum accurately and in detail, seeking guidance where necessary – liaising with the IB Coordinators, or the Student WellBeing Team, or the Director – and providing quick, personal follow-up with the family
- i) where necessary, and in consultation with Halcyon's Designated Safeguarding Lead, contacting current/former school to ensure appropriate safeguards are in place
- j) preparing and arranging final applicant interviews
- k) maintaining regular contact with all applicants to share the status of their application, build relationships and anticipate potential questions or concerns
- l) advising parents and students about the provision of EAL, SEN and additional language services
- m) supporting Tier 4 (child) applications, ensuring full compliance with the UKVI Tier 4 sponsorship regulations
- n) providing the Director with complete files on each applicant in order to facilitate a decision on acceptance
- o) preparing and administering all formal communications, including offer letters and parent contracts for successful applicants
- p) with guidance of the Director, monitoring class lists with a view to filling each class with an appropriate balance of suitably qualified students
- q) recording and maintaining all enquiries in the school's Management Information System (MIS) r) maintaining effective tracking of all applicants through the enrolment process, and ensuring this information is available to the Director at all times
- s) leading the yearly re-enrolment process
- t) maintaining effective tracking of all current *students* through the re-enrolment process, and ensuring this information is available to the Director at all times
- u) timely and effective liaison with the Finance and Operations Director to ensure that all relevant fees are billed and collected at appropriate times during both the admissions process and the re-enrolment process
- v) develop and communicate all new student and family Back-to-School information, liaising with the CET to ensure all information clearly and appropriately presented through our communications channels
- w) liaising with the IB Coordinators, the Learning Systems Coordinator and Tech support team, to ensure new student and parent accounts (in Google and ManageBac) are facilitated
- x) ensuring exit survey data is prepared and collected
- y) ensuring the effective hand-over, and integration, of alumni data
- z) leading, developing and organising all public promotional events – for example, Open Houses, Open Evenings, Glass Class – through the school year
- aa) developing and nurturing an effective, positive 'word of mouth' school profile – with

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

educational consultants, relocation consultants, embassy liaisons and parents – to build lasting, meaningful, and productive relationships.

2. Lead, develop and maintain **the collection and analysis of admissions' data**, including a) the secure management of all student records
  - b) the secure management of the Admissions Register for inspections
  - c) providing support for the annual school census (SLASC)
  - d) meeting the school's statutory obligation to notify Westminster Council of all student joiners and leavers, in consultation with Designated Safeguarding Lead and Director
  - e) the provision of surveys for the effective review of the admissions process
  - f) the secure maintenance of longitudinal data, offering insights into trends, changes, strengths and weaknesses in our admissions' profile
  - g) the management of exit interviews to identify attrition patterns or trends
  - h) the provision of short-term data for Board reports and SLT meetings
  - i) the provision of data to support the strategic goals of the CET, and to ensure better, data-informed marketing decisions
3. Lead the Community Engagement Team, to ensure the effective strategic alignment of admissions, marketing and communications
4. Ensure the CET delivers and supports school-wide strategic goals
5. Collaborate with the Director, and lead the CET, to develop, implement and deliver strategies to meet yearly enrolment targets
6. Collaborate with the Director, and lead the CET, to develop, implement and deliver strategies to ensure the effective and timely promotion of the school
7. Coordinate admissions' outreach and marketing activities in collaboration with the CET 8. Lead the student ambassador programme, to facilitate student groups to lead tours for Open House events, meet visitors, etc
9. Collaborate and liaise with the Chair of the Halcyon Parent Community (HPC) to ensure a strong, well-developed Family Buddy Programme
10. Collaborate with the Director and Student Wellbeing Leader to allocate students to appropriate Mentors 11. Collaborate with the Student Wellbeing Leader to develop and maintain the Student Buddy Programme 12. Ensure effective communication with all staff concerning new joiners and leavers 13. Support the organisation of any special events (for example, external fairs, inter-school meetings, school visits) that promote admissions and/or develop the profile of the school
14. Liaise and build positive relationships with all members of staff and external stakeholders 15. Represent the school positively at all times

*Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.*