

# ALBION

## Job Description

### Educational Consultant

#### Company Overview

Albion Consult is a leading international education consultancy based in Oxford, dedicated to bridging the gap between students and global educational opportunities. We specialise in guiding Russian-speaking families through the complexities of the British education system, from school selection to university admissions.

Our clients are ambitious families who value personalised, expert guidance from consultants who genuinely understand both the UK education landscape and the cultural background of international students.

#### Role Overview

We are seeking an experienced and analytical Education Consultant with native Russian proficiency and extensive personal and professional experience of the British curriculum. The successful candidate will be reporting to the Directors provide expert guidance to students and parents to help navigate the British education system, develop effective academic plans, and ensure student success. This role requires deep knowledge of UK education policies, assessment methods, and the ability to communicate complex information clearly and effectively to both - a Russian-speaking clientele and top UK schools and Universities.

This position offers the opportunity to join our cross-functional Oxford-based team as our third consultant. You will collaborate closely with colleagues across guardianship, school placement, university placement, contributing to a holistic approach to student care and success.

We are looking for a candidate who not only has strong analytical and advisory skills, but also a deep personal understanding of the British education experience — ideally having studied or worked in the UK themselves (for example, completing university or postgraduate studies, or supporting their own children through UK school or university admissions).

#### Key Responsibilities

- **Educational Consultation:** Provide consultations to Russian-speaking parents on educational opportunities in the UK. Gain a detailed understanding of student's specific needs and academic aspirations and how that would fit with various educational options.
- **Academic Planning & Guidance:** Develop tailored academic plans, provide advice on course selection, examination preparation (e.g. CAT, ISEB, internal school exams), and

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university application processes (academic requirements, tailored course selection personal statements and interview preparation).

- **Curriculum & Assessment Expertise:** Utilise deep knowledge of the British curriculum to advise on suitable schools or universities, ensuring alignment with student goals and academic profiles. Arrange tuition for preparation support or supplement tuition for students before and during their studies in the UK.
- **Resource Development:** Create and develop high-quality, culturally relevant teaching and learning materials in both English and Russian to support parents, students and tutors. Organise and/or deliver professional development sessions and workshops for educators or parents on aspects of the British curriculum and University Placements.
- **Stakeholder Collaboration:** Build and maintain strong relationships with a variety of stakeholders, including clients, school administrators, and educational bodies and tutors to implement educational strategies effectively.
- **Business Development:** Conduct research on educational trends and markets to ensure advice stays relevant. Collaborate with agents and partners to advance client recruitment.
- **Student placement and guardianship:** Monitor student placements and liaise with UK schools and universities to ensure the quality and suitability of academic provision. Monitor and support students and their families as a guardian following AEGIS guidelines and their best interests.

## Required Qualifications and Skills

- **Language Proficiency:** **First language Russian proficiency (written and spoken) is essential**, along with excellent English communication skills (ideally C1-C2).
- **Educational Background:** A degree in Business, Education, Human resources, Psychology, Social sciences or related field, or a relevant subject specialism. A postgraduate qualification (e.g., Masters) is highly desirable.
- **Professional Experience:** A minimum of 2 years of professional experience in educational consulting setting, with direct, in-depth experience of the British curriculum. Previous experience in a compliance role or highly regulated setting is highly desirable.
- **Knowledge:** Comprehensive knowledge of the UK education system, policies, and a strong understanding of the educational landscape.
- **Communication Skills:** Exceptional interpersonal, presentation, and written communication skills in both Russian and English.

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- **Analytical Skills:** Strong analytical and critical thinking skills with the ability to use data and educational theory to identify needs and develop solutions. Proactive approach to problem-solving and the ability to work on multiple projects concurrently.

## Desirable

- Experience in international education consultancy or providing guidance to international students/families.
- Experience of the Russian education system to draw comparisons and facilitate smoother transitions for clients.
- First-hand experience of UK schooling or higher education (either personally or through supporting children).

Salary                      £42,000-£44,000 per annum

Working Hours            37.5 hours per week, 09:00-17:30, Monday to Friday, with a one-hour lunch break

Location                    This is an office-based position located in Oxford, with occasional travel for school visits and client meetings.

## How to Apply

Please submit your CV and a covering letter, outlining your relevant experience with the British curriculum and Russian-speaking clients, to [info@albionconsult.co.uk](mailto:info@albionconsult.co.uk)