



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Careers and University Counsellor	Department: Secondary School
Reports to: Careers and University Counsellor Lead	
<p>Role: The Careers and University Counsellor is an integral part of the school that requires highly effective communication and organisation skill when working with different school teams, parents, students and the school’s wider international network. The role entails having a firm understanding of:</p> <ul style="list-style-type: none">• Career opportunities across the different sectors• Available pathways to access careers• The application processes and entrance requirements, including portfolio building, for international universities <p>There is an expectation to strengthen and widen collaborations and networks across the region and globe to improve the life chances of students at The British School.</p>	
<p>Key Accountabilities :</p> <ul style="list-style-type: none">• Assist in the development and instruction of the Careers and University Programme at the School.• Ensure every student in years 6-13 has appropriate access and exposure to the Careers and University Programme and receives the highest quality of provision• Student portfolios are created and developed from year 9 to help shape and support university choice and applications• Participate in the Academic Counselling team meetings in coordinating academic plans for students in Years 6-13.• Advise a cohort of students, starting in Year 10, as they navigate through all phases of the identification and application process.• Take the initiative in supporting and designing activities related to Careers, Education, Information, Advice and Guidance (CEIAG)• Increase the chances of success for students to be accepted to their best fit and highest aspirational universities• Assist with standardised testing.• Manage and assist in the electronic communications of all applications.• Provide support to new students in KS 4 and 5 by ensuring that all relevant information from previous schools is collated• Participate in university counselling programmes throughout the year for students and parents.• Maintain up to date knowledge on current and future careers, pathways and university trends• Undertake all requirements needed to have the highest quality application for every student, including responsibility that any and all required documents are provided and completed promptly.• Ensure the key school indicators are met:<ul style="list-style-type: none">○ Gatsby Benchmarks met○ Overwhelmingly only source of guidance for families○ Greater alignment of best fit○ Success in applications	

- High success in niche colleges/universities
- This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
- The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Competencies:

Administrative staff competencies

Personal Attributes :

- Passion for College Counselling: Set departmental goals and priorities which meet the needs of the department and fits in with its values.
- International mindedness: Demonstrate an awareness of own and other cultures.
- Teamwork and cooperation: Work effectively with multiple teams to achieve agreed objectives.
- Decision-making: Take responsibility as necessary when dealing with issues in own area where there are no definitive guidelines or procedures.
- Organisational development: Help in the development of a strategic plan for the department.
- Managing and developing self and others: Manages self and supports the development of others, openness to new learning opportunities
- Delivering results: Delivers own work to the standards expected by the School by taking personal responsibility for it and ensuring tasks are completed successfully.

Qualification and Experience

- Minimum 3 years work experience in University/College Counselling.
- Exposure to understanding the current and future careers market
- Solid understanding of and interest in college counselling.
- Excellent organisational skills.
- Clear communication skills and good listening skills.
- Excellent representative skills.
- Good ICT skills including being self-sufficient in Powerpoint and Excel.
- Ability to analyse data and trends

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Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.



Job Holder's Signature: