

LOCATION	British School of Beijing, Shunyi.	
JOB TITLE	University Guidance Counsellor.	
JOB PURPOSE	To guide students, staff and parents in the process of university admissions and/or entry into tertiary education and/or training	
REPORTING TO	Asst. Headteacher/I.B.Coordinator	
DIRECT REPORTS		
OTHER KEY RELATIONSHIPS	Deputy Heads of Secondary, Heads of Year and Form Tutors.	
PACKAGE	Competitive remuneration and benefits based on experience	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<ul style="list-style-type: none"> Educating students and parents about universities / colleges, the college admissions process, trends, procedures, and testing; advising and supporting students and their families as they go through the process; and helping students and families aspire realistically and choose wisely. This includes organising and giving presentations to students and parents throughout the year. 	<ul style="list-style-type: none"> Number of students reaching the top universities in the world and those that were their first choice. 	
<ul style="list-style-type: none"> Meeting with students to support the college placement process. The Counsellor also advises lower school students on curricular choices, as needed, and works with students to understand college admissions in the UK and elsewhere. 	<ul style="list-style-type: none"> Full series of meetings scheduled with students throughout the process. Programme of involvement with PSHE sessions through the school scheduled. 	
<ul style="list-style-type: none"> Ensuring students, who are taking entrance tests to universities/colleges, are given effective training and support. Managing the SAT/ACT testing process. 	<ul style="list-style-type: none"> Students reach full potential in external tests. 	
<ul style="list-style-type: none"> Meeting with all university / college admissions representatives who visit our school and facilitating meetings between college representatives and students. The Counsellor also serves as a liaison with university / college admissions offices throughout the year and is available during the summer to advise students once their results have been published. Compiling the School Profile, indicating where our students have been accepted. Being actively aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in key professional organizations. Develops and run a programme of interview practice relating to admissions. 	<ul style="list-style-type: none"> Regular visits from universities and participation by BSB students and parents. School profile available on request. Evidence of professional learning. Schedule of practice interviews in place. 	
Personal Development <ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> Improved performance Performance appraisal Personal Development Plan 	

<p>OTHER</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Chief Executive Officer 	<ul style="list-style-type: none"> ▪ Valued member of the team and organisation.
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PERSON SPECIFICATIONS		
Qualifications/Training		
▪ Detailed knowledge of admissions procedures		Essential
▪ Evidence of professional development		Essential
Experience / Knowledge		
▪ Experience as a Counsellor in a large international school setting		Essential
▪ An understanding of child protection issues		Essential
▪ Experience of test (e.g. SAT) administration		Essential
▪ High expectations of students		Essential
▪ Proven track record in terms of student progress		Essential
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▪ High expectations of students		Essential
▪ Proven track record in terms of student progress		Essential
▪ Experience as a Counsellor in a large international school setting		Essential
▪ An understanding of child protection issues		Essential
Skills		
▪ Ability to use ICT effectively		Essential
▪ Involvement in and commitment to other aspects of school life		Essential
Personal Attributes		
▪ High levels of personal integrity.		Essential
▪ Excellent organisational and time-management skills		Essential
▪ Attention to detail		Essential
▪ Ability to work under pressure and remain calm		Essential
▪ Willingness to take on multiple tasks		Essential

▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Beijing, China.