Careers and University Guidance Counsellor (% teaching is required)

Job description

|  |  |
| --- | --- |
| **Location** | Bratislava Slovakia |
| **Job Purpose** | Member of the IB Team and advisor to the Secondary Leadership team. Key point of contact for parents and students in relation to 18+ pathways.Representative of the school to British Council, various Consulates, Universities. Establish an effective careers programme throughout the Secondary school.% Teaching load- Maths or Business Management/Economics is preferred |
| **Reporting to** | IB Diploma Coordinator, IB tutors |
| **Direct Reports** | Head of Secondary, |
| **Other Key Relationship** | Pastoral Heads of Year, students, parents, teachers. |

|  |  |
| --- | --- |
| **Key Result Area**  | **Measurement of performance** |
| **University Applications** |
| **Ensure students secure university and college places by:***Student applications** Developing and maintaining a system for ensuring student applications are correctly timed and tracked;
* Working with the IB Diploma Coordinator to ensure that students are aware of and meet deadlines;
* Working with the IB Diploma Coordinator to ensure that students are well prepared for the completion of applications;
* Working with the IB Diploma Coordinator to ensure that students are prepared for Oxbridge and other Russell Group interviews.
* Working with the IB Diploma Coordinator to ensure that students complete high quality personal statements;
* *References*
* Developing and maintaining a system to ensure timely writing and delivery of teacher references;
* Taking responsibility for developing and ensuring the quality of teacher references;
* Writing and checking UCAS and other references before final check by Secondary Head and IB Diploma Coordinator.

*Follow up** To be available on results release day and to give support and advice on results day and days after as needed.
* To ensure that all students’ transcripts and documentation are sent to the applicant’s universities and that these are a true and accurate document of the students’ progress within school
* To be the main point of contact for applicants during the summer holidays.
* To maintain contact with students who are applying to schools outside the UCAS/US window and maintain support when they have left.
* Assisting students who do not achieve required points to secure places;
* Maintaining records of student destinations and develop system for keeping track of degree outcomes.
* Provide the IB Diploma Coordinator and Secondary Head with a list of all student offers and conditions for place and produce a document once results are published to include for each student the University Accepted and course details.
* To work with the Head of International Baccalaureate Diploma Programme to maintain and update the school profile document
* *Alumni*
* To establish with the MAC team and IB Diploma Coordinator an Alumni Facebook page (or other communication portal)
* To maintain contact with students
* Encourage students to return and share their university experiences
 | * Compliance with School/NAE procedures and policies
* Professional behaviours
* Adherence to School Values
* Contributions towards school improvement
* Engagement with wider school life
 |
| **Careers and University Guidance and Preparation** |
| * **Work to prepare students for successful university applications by:**
* *Students*
* Providing individual guidance interviews for all IB students and their parents;
* Working to develop programmes for the preparation of Oxbridge / Ivy League aspirants and other high attaining students;
* Make the best use of external psychometric and other testing services
* *PSAT/SAT/ACT/TEFL/etc*.
* Establish and maintaining a programme of SAT training for students through external providers
* Monitoring the quality of the provision and develop records of SAT scores;
* Ensuring that all required qualifications are available for students aiming for the USA, Canada, Australia, NZ;
* *International Life Skills*
* Developing the decision making and careers planning strands of Life Skills and teaching aspects of the programme for Years 7-13.
* *Visits, liaison, communication*
* Attending Slovak and Austrian-based University fairs when appropriate;
* Maintaining and developing contact with university admissions and liaison officers;
* Maintaining and developing relations with British Council and various consulate staff responsible for university promotions for their countries;
* Developing professional relationships with post-holders in other Nord Anglia schools, visiting and hosting visits from time to time;
* Organising visits to BISB from university liaison staff, admissions officers and touring academics and promoting these to parents and students;
* Organising and publicising university mini-fairs for students and parents;
* Giving talks to parents at options evenings, PTA forums and other school events as required
* Providing monthly reports to the IB Diploma Coordinator
* Develop and nurture positive working relationships with HE providers, and potential future employers in order to maximise opportunities for students.
* Keep abreast of IB curriculum changes and how these impact university admission requirements
* *Careers Centre*
* Taking responsibility for the maintenance and development of the Careers Centre and relevant sections of the Library;
* Maintaining up to date prospectuses, on-line resources and books relating to further education and careers;
* Establish and develop a BISB Careers and University Guidance booklet;
* Being available for consultation by students and parents;
* Advising Key Stage coordinators and other staff on career, job and university entrance trends
 | * Compliance with School/NAE procedures and policies
* Professional behaviours
* Adherence to School Values
* Contributions towards school improvement
* Engagement with wider school life
* Thorough and reflective planning that creates an innovative learning environment
* Departmental documentation
* Quality of written reports
 |
| **Operational Expertise & Resource Management** |
| * Develop online resources allowing students to search up to do careers information.
* To encourage guest speakers into school and establish in the Life skills programme calendar.
* Develop partnerships with local businesses in order to set up, manage and deliver a work experience programme in Slovakia for students in KS4
* To develop a work experience programme and establish links with the CAS co-ordinator
* Representative of the school to British Council, various Consulates, Universities and local businesses
 | * Contributions towards school improvement
* Engagement with wider school life
 |
| **Developing Talent** |
| * Continual Professional development through the identification and implementation of your own Personal Development Plan
* To work with the EME group of careers advisors to provide the best provision with regional expertise
 | * Improved performance
* Performance appraisal
* Personal Development Plan
 |
| **Personal Specifications – Skills Knowledge and Experience** |
| **Qualification*** Teaching Qualification QTS/PGCE
* Experience of A Level or IB, at least 2 years' experience (preferably UK)
* Bachelor's degree in Teaching subject
* Careers related qualification and training
 | EssentialEssentialEssentialDesirable |
| **Skills*** Good communication skills
* Excellent organisational and time-management skills
* Ability to work both independently & collaboratively in a team
* Ability to plan engaging lessons that challenge all students
* Excellent communication, writing and editing skills
* Genuine passion for and a belief in the potential of every pupil
* Solution focused with a can do attitude and a growth mind-set
 | EssentialEssentialEssentialEssentialEssentialEssentialDesirable |
| **Experience/Knowledge*** Dedication and expertise in counselling a range of students in the career planning and university process.
* 3+ years of experience in the university admissions process, either guiding high school students in their application process or serving at university level in admissions or career counselling.
* Experience of running effective administrative systems
* Experience of data entry into databases and other IT systems
* Able to build relationships with a range of stakeholders and anticipate others’ needs
* Able to manage several projects at once, prioritising accordingly to meet all deadlines
* Able to take ownership of tasks and work with minimal supervision
* Able to work individually or as part of a team
* Ability to network
 | EssentialEssentialDesirableDesirableDesirableDesirableDesirableDesirableDesirable |
| **Personal Attributes** |
| * High levels of personal integrity
* Conscientious and able to focus on completing work to a consistently high standard
* Flexible and positive approach to work
* Excellent organisational and time-management skills; high attention to detail
* Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
* Adaptable to working in a fast paced ever changing environment
* Ability to work under pressure and remain calm
* Proactive and willingness to take on multiple tasks
* Self-motivated and enthusiastic
* Ability to work independently
* Must be a team player, willing to help and be flexible
* Continually strive for improvement
 |
| **Other**  |
| * 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 Slovakia.
* **You must also hold a European or UK passport to comply with Slovak residency permit**

**requirements.*** A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required
* **Start Date:** August 2019
* **Closing date:** Monday, 17th December 2018
 |

|  |
| --- |
| **Philosophy and Values** |
| **We are ambitious for our students, our people and our family of schools. We believe that:*** There is no limit to what every person can achieve.
* Creativity and challenge help us get better every day.
* Learning should be personalised.
* Unique global opportunities enhance the learning experience.

**The NAE Commitment**At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition.** These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.**Promote and embodies *The CORE 7 Leadership Capabilities:*** * **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
* **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
* **Collaborative** – Works collaboratively with others to achieve organisational outcomes
* **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
* **Enabling** – Drives excellence through valuing and developing others
* **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
* **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
 | * Role-model the ‘Be Ambitious’ philosophy each day
* Feedback as a valued member of the team and the wider organisation
 |

Dear Applicant,

Nord Anglia Education is the world’s leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students’ learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students’ academic achievement exceeds global averages across every key stage. On average, our students’ score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world’s top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.