

## Job Description and Person Specification

	University Guidance Counsellor
	£24,000 - £32,000
	Vice Principal – Education and Programming
	Students, University Guidance colleagues, Personal Tutors, Educational colleagues including the IB Co-ordinator and Head of Tutoring and Student Affairs, Leadership Team and University Representatives

Job Purpose
<ul style="list-style-type: none"> <li>• To provide University Guidance Counselling for students who live and study at UWC Atlantic College</li> <li>• To work collaboratively with the other UWC Counsellor and a Administration Assistant to share the tasks of the university counselling department</li> <li>• To ensure that students feel well-informed, supported and empowered to identify appropriate universities that are a good match and present themselves to those universities in a manner that highlights their strengths.</li> <li>• To maintain on-going relationships with university admissions representatives to better advocate for our students and the College regarding admissions decisions, wait lists, conditional offers, financial aid awards, etc. and with other UWC university counsellors.</li> <li>• To maintain records regarding university applications and admissions</li> <li>• To inform students and staff about university systems worldwide</li> </ul>

Key Accountabilities	Key Performance Indicators
<ul style="list-style-type: none"> <li>Offer full support to all students with their applications, providing information and advocacy as they navigate their way through the university application process worldwide</li> </ul>	<ul style="list-style-type: none"> <li>Support is provided</li> <li>Students feel supported and are clear about the application process</li> </ul>
<ul style="list-style-type: none"> <li>Provide career related advice, information and guidance to students, colleagues and parents to enable students to plan and set objectives for higher education / appropriate career paths</li> <li>Liaise with personal tutors, national committees and parents as appropriate in support of the students' choices</li> </ul>	<ul style="list-style-type: none"> <li>Advice, information and guidance is provided</li> <li>Feedback is obtained from students and their parents in relation to the appropriateness of the advice and guidance provided</li> <li>Students are empowered to come to their own conclusions regarding their future choices for educational / career pathways</li> </ul>
<ul style="list-style-type: none"> <li>Work closely with the IB Coordinator and other relevant employees in advising and supporting students of appropriate IB course selection for post-secondary education pathways</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the IB Coordinator is advised of any proposals to change subjects</li> <li>Meet regularly with the IB Coordinator to discuss student changes</li> </ul>
<ul style="list-style-type: none"> <li>To liaise and maintain on-going relationships with university admissions representatives from various countries through a variety of forums, including mutual visits, regular email and telephone communication, sharing publications, networking opportunities at conferences, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships are built and maintained</li> <li>Strong networks are forged with admissions officers and other guidance counsellors worldwide</li> </ul>
<ul style="list-style-type: none"> <li>Research and publicise scholarships to assist students who otherwise would not be able to gain access to high quality university education</li> </ul>	<ul style="list-style-type: none"> <li>Scholarships are identified</li> <li>Options are provided for students</li> </ul>
<ul style="list-style-type: none"> <li>Brief first year students from February about the process of university applications, ensuring that each first year is seen before the end of their first year at the College for a personal intake interview</li> <li>Brief second years early in the third term as to the timeline and process for university applications</li> <li>To keep students informed of relevant deadlines and support students throughout the varied application processes for multiple university destinations</li> </ul>	<ul style="list-style-type: none"> <li>Students are aware of when the briefings will take place</li> <li>Ensure that attendance at briefings occurs</li> <li>All students are provided with the opportunity to have a personal interview and this is recorded</li> <li>Students are aware of deadlines</li> </ul>

<ul style="list-style-type: none"> <li>• Provide general information to parents about the university application process</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate information is provided to parents</li> </ul>
<ul style="list-style-type: none"> <li>• Provide feedback to students (and parents, where appropriate) on what the College considers to be appropriate university choices</li> </ul>	<ul style="list-style-type: none"> <li>• Honest feedback is provided on choices of university</li> </ul>
<ul style="list-style-type: none"> <li>• To co-host visits from 80+ universities throughout the school year</li> <li>• To arrange for outside speakers to present on various university application topics</li> <li>• To represent the College to universities and colleges across the world via electronic communication, conferences, and counsellor fly-in programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Visits are managed and co-ordinated</li> <li>• Colleagues and students are aware of the visits</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure letters of recommendation are produced for students</li> <li>• To thoroughly proof read student transcripts and testimonials, and oversee the collation of university applications</li> <li>• To manage the production of subject teacher letters of recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Transcripts and testimonials are read and counsel provided to students</li> <li>• University applications are collated and students reminded to meet deadlines</li> <li>• Letters of recommendation are produced for students</li> </ul>
<ul style="list-style-type: none"> <li>• Inform academic staff about their role in supporting the university applications process and ensure that new employees are inducted in the process and understand their responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• All employees involved in supporting the University application process are fully aware of their roles and responsibilities</li> <li>• Advice and guidance is available from the University Guidance Counsellor</li> </ul>
<ul style="list-style-type: none"> <li>• Co-ordinate the registration and on-site conduct of SAT testing days at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>• SAT testing dates are published and employees are asked to support the process</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure familiarity with the Bridge-U package and support students in using it</li> </ul>	<ul style="list-style-type: none"> <li>• Bridge-U Software package is understood and students can be supported</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain and disseminate clear frameworks and structures for the university applications process and procedures, including deadlines and timelines, together with presentations and interview schedules, to ensure all academic staff and students are aware of their responsibilities and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Clear structures are in place for the university application process</li> <li>• All employees in the process are clear of their roles and responsibilities</li> <li>• Annual briefings are provided for students and employees on the process and requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Any other duties as required</li> </ul>	

Person Specification University Guidance Counsellor							
	Essential	How Assessed			Desirable	How Assessed	
		Application Form	Interview	Assessment Centre		Application Form	Interview Assessment Centre
<b>Qualifications</b>	1. Educated to degree level or a minimum 3 years of experience in University Guidance Counselling or in a related area	X			1. Recognised qualification in university guidance and admissions or in a related area	X	
<b>Experience and Knowledge</b>	2. Very good knowledge of Higher Education requirements around the world	X	X		2. Experience in supporting low income students as well as high achieving students	X	
	3. Experience of working with students aged 16 – 19 in a teaching / learning environment	X	X		3. Experience of international networking	X	
	4. Knowledge of UCAS and the US admissions process, together with medical and Oxbridge applications procedures	X	X				
	5. Knowledge of the Common App. and UCAS sites and other on-line platforms	X	X				
	6. Knowledge and understanding of the International Baccalaureate DP curriculum		X				
			X				

<b>Skills and Abilities</b>	7. Ability to support tutors and teachers in writing strong college recommendations tailored to the needs of the university to which the student is applying (in English)	X			4. Knowledge and understanding of the United World College movement	X	X	
	8. Excellent listening skills which include empathy and awareness for effective interviews with students		X		5. Ability to communicate effectively in person and in writing, with students and parents whose first language is not English		X	
	9. Ability to communicate effectively, in person and in writing		X					
	10. Good presentation skills to small and large audiences		X					
	11. Ability to work cooperatively and motivate team work	X	X					
	12. Strong inter-personal skills with the ability to build trust and strong working relationships with a range of people, both in the college and across the greater community		X					
	13. Excellent time management, organisational and prioritisation skills with the ability to juggle a wide range of competing demands and deliver to deadlines		X					
	14. Ability to contact and communicate with Higher Education institutions worldwide and organise meetings and presentations	X	X					

	15. Ability to network and influence at the highest level	X	X					
	16. Able to handle sensitive and confidential information tactfully and with integrity	X	X					
	17. Ability to share the vision and values of the UWC movement	X	X					
<b>Personal attributes</b>	18. Positive can-do attitude		X		6. International perspective	X		
	19. Commitment to the promotion of equality and diversity and operating in a safe and healthy requirement	X	X					
	20. Commitment to continuous personal improvement and growth mind set	X	X					
	21. Flexibility to work outside the normal working week	X	X					
	22. Commitment to the safeguarding of young adults		X					