



Title: Careers and University Counsellor

Responsible to: Head of Careers

Teaching Commitment: Approximately 30%

Role & Position in the Organisation:

The Careers and University Counsellor is a member of the Careers Faculty. To support the Head of Careers in all aspects of Careers Education and the university application process in order to ensure students are well informed and prepared for the next stage of their education and future careers thereby fulfilling their full potential.

Key Responsibilities:

- guide an identified group of students through the university application process;
- develop opportunities for students to experience the world of work as part of their Careers Education programme;
- develop and deliver specific aspects of the Year 11 - 13 Careers Education programme;
- support specific aspects of the Year 7 – 11 Careers Education Programme;
- deliver Year 10 and 11 Careers-related electives;
- support the effective and appropriate administration and delivery of the USA PSAT and SAT;
- provide individual counselling of students to assist them in the decision-making process related to the next stage of their education/career.

Responsibilities, by area:

Goal 1: We focus on continually improving learning

Strategic Area 1: Learning and Teaching – The Careers and University Counsellor will:

- proactively seek to develop independent learners who are able to make informed decisions about careers and university/college placements;
- adhere to the school's mission and Professional Standards for Learning and Teaching within careers and related activities;
- support the academic, social and emotional well-being of the students in his/her care;
- differentiate career learning opportunities to fully cater for all students, including English as an Additional Language (EAL) students and those on the Extended Learning and Learning Support Register;
- assist in the preparation and delivery of the tutorial programme regarding careers and university matters;
- guide an identified group of students through all aspects of the university application process and provide strategies for submitting a strong application;
- help students draw up a short-list of reach/ window/ safety universities following detailed research;
- give advice and support on summer programme, university campus visits, National Service and Gap Year opportunities;
- use the tools within Naviance to support students' career plans and to submit supporting documentation to assigned institutions;
- conduct university mock interviews;
- support the effective and appropriate administration and delivery of additional testing requirements including PSAT, SAT and subject aptitude tests.

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Strategic Area 2: Professional - The Careers and University Counsellor will:

- maintain and develop relationships through a range of forums with university representatives from around the world to better advocate for Bangkok Patana students regarding admission decisions, offers, financial rewards and so forth;
- be active and professional organisations that support international student tertiary education and their transition to university;
- keep abreast of current educational thinking and ideas for curriculum development;
- assist in the training and support of tutors and teachers in university application matters through informal and formal channels;
- proactively seek professional development;
- be actively involved in the school's Performance Management/Appraisal system;
- attend all compulsory Continuing Professional Development (CPD) sessions linked to Student Safeguarding, first aid, EAL and LS.

Strategic Area 3: Culture and Communication - The Careers and University Advisor will:

- maintain written and oral reports on the progress of individual students in relation to careers and university applications for timely and appropriate communication with parents and other interested parties;
- communicate and liaise with potential work experience contacts and the Head of Careers to ensure that appropriate placement of students;
- assist in the ongoing development of school documents to fully support student university applications;
- ensure effective communication with the Head of Careers as appropriate;
- assist in networking with universities/colleges as appropriate;
- assist in liaising with universities world-wide to produce a careers library;
- inform students, parents and staff about university systems around the world. Run sessions at our University Information Evening, Parents' Coffee Mornings, Curriculum Evenings, and the annual University Fair;
- help organise and run staff workshops on relevant topics including reference writing, predicted grades and the use of Naviance;
- support the Head of Careers and University applications to ensure that all teaching staff are kept informed of tertiary issues relating to our Year 12 and 13 students and any of the changes in university systems around the world that may have implications on the academic and pastoral guidance provided to the students;
- support the Head of Careers and University applications to arrange for outside speakers to visit the school to talk with students about future educational and eventual career choices.

Goal II: We align our structure, policies and practices to support learning

Strategic Area 1: Policy and Planning - The Careers and University Counsellor will:

- assist in the planning and delivery of the university application process in a wide range of countries such as the UK, USA, Canada, Australia and others;
- assist by contributing to school publications especially curriculum booklets, the Student Achievement Booklet, newsletters, termly magazines and other external publications;
- assist in the ongoing development and systematic review of long, medium and short term planning contributing to the Careers Development Plan.



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Strategic Area 2: Finance and Resources - The Careers and University Counsellor will:

- contribute to budgetary planning for Careers by identifying possible resource needs.

Strategic Area 3: Admissions - The Careers and University Counsellor will:

- provide advice about career and university implications in relation to student option choices and electives.

Strategic Area 4: Health and Safety - The Careers and University Counsellor will:

- travel to potential work experience placements and evaluate them for suitability;
- provide risk assessments for work experience placements in line with school policies on Health and Safety;
- ensure the safe and effective placements of students for work experience.

Strategic Area 5: Facilities - The Careers and University Counsellor will:

- assist in the maintenance and development of facilities within the Careers area.

These duties will be developed into short and longer-term targets in consultation with the post-holder.