



## Job Description Future Pathways Advisor

<b>Reporting to</b>	Head of University Guidance
<b>Direct Reports</b>	Not applicable
<b>Other key relationships</b>	Head of Careers and Student Pathways Year Leaders, subject leaders and Faculty Leaders Head of Future Pathways Head of Sixth Form Secondary Leadership Team Higher Education Institutions and external partnerships

### Purpose

The Future Pathways Counsellor is a member of the Futures Team who lead careers and university guidance for all Bangkok Prep students. They will work to support students as they learn about the world of work and apply to universities. The Future Pathways Counsellor will help to create and support the delivery of a robust careers education at Bangkok Prep. They will also support a designated group of students each year, as they prepare to apply and transition to universities around the world. They work to ensure students and families are well informed and prepared for their best fit post secondary pathways.

### Expectations

As a leading professional in the school, the Future Pathways Counsellor should be able to challenge and support all staff and students to do their best through:

- inspiring trust and confidence;
- building team commitment with colleagues and students;
- supporting the development of staff;
- engaging and motivating students;
- seeking and using student voice;
- seeking and using staff voice;
- seeking and using parent and carer voice;
- analytical thinking;
- positive action to improve the quality of students' learning;
- the highest levels of pastoral care;
- using a wide range of data and evidence to inform evaluation and improvement planning;
- promoting the school's vision and guiding principles, Life Values, the CIS Code of Ethics and the United Nations Convention on the Rights of the Child.

### Main tasks

#### Individual University Guidance Counselling

Working with an assigned caseload of students to offer advice on discovering, applying and transitioning to their best fit universities around the world. Specific support and advice includes:

- working to develop independent, empowered applicants who are well-placed to make informed decisions regarding their post-secondary pathways;
- advising students on resources to use in order to help them identify their best fit universities;



- working with students to identify a short-list of universities for application, following detailed research;
- advising students on future pathways and possible university programmes best suited for intended career plans and/or areas of interest;
- advising students on strengthening their profiles in line with university application requirements e.g. standardised testing, work experience, super and extra curricular activities, portfolios, essays;
- advising on financial aid/scholarship opportunities and application procedures;
- advising on Gap Year plans, and ensuring students develop an action plan for subsequent work or university applications;
- offering support and advice regarding decision making.

## **Wider Higher Education Support for Students and Families**

- supporting and guiding all students and families in the university application process, including workshops, assemblies, and small group meetings;
- planning and leading information sessions as part of a calendar of events planned for inclusion, awareness and education;
- running lunchtime sessions and after school sessions for the community.
- supporting attendance at, or hosting of, University Fairs and events at Bangkok Prep or off site;
- Co-creating, evaluating and supporting the school's career and university guidance events e.g. Options events, Open Day, MMI preparation day;
- working with the Futures team to run mock interviews and mock entrance examinations for students;
- contributing to the co-creation and implementation and review of workshops for students and staff about personal statements, essays and other application materials;
- providing regular and feedback to draft writing materials submitted by students;
- contributing to school transition programs to ensure Higher Education opportunities and skills are a key priority for all students and their families.
- meeting with students and their families to discuss curriculum choices to ensure informed decision making with regards to intended university and career plans;
- offering staff training on Higher Education related areas when needed (e.g. reference writing and supporting personal statements);
- Form strong professional links with academic staff to enable them to best support students with regards to their journey beyond Bangkok Prep.

## **Futures Curriculum**

'Futures' is the name of Bangkok Prep's university and careers programme. This will be part of the curriculum for all secondary students. In the Sixth Form, students have weekly sessions focused on planning and preparing for their post secondary pathways. This includes skill development, introspective thinking, university research, CV building, developing portfolios and transition planning. The Future Pathways Counsellor will lead the creation and delivery of this provision as part of the Futures Team.

## **Admission, induction and transition process**

A young person's future should always be at the heart of decisions being made. The Futures Pathway Counsellors will be asked to meet students and parents and provide support to all students hoping from Year 9 Term 2 onwards. The Futures Team will be asked to advise on



curriculum pathways and choices for I/GCSE, BTEC and A Level. They may also be asked to interpret and evaluate transcripts to ensure graduation requirements can be met by all students.

### **Relationships with universities**

- develop and maintain strong working relationships with university admissions teams;
- organising university visits (face-to-face or virtual) throughout the year and update the data-base of university admissions contacts;
- working to develop innovative ways for students to connect with universities;
- continuing to develop Bangkok Prep's university events;
- continuing to develop Bangkok Prep's alumni program.

### **Administration and Communication**

- coordinating and proofing recommendation letters / reference letters as well as other documentation necessary for university applications;
- working to ensure that all documents are sent in a timely manner to universities;
- monitoring students' application progress;
- contributing to the collation of data;
- contributing the Futures Team communication platforms and the wider school communication platforms;
- making positive contributions to the school's public relations and marketing team to ensure that existing and prospective families are aware of the exceptional provision and support at Bangkok Prep.

### **Other**

- maintaining current knowledge on developments and trends in university admissions;
- representing the school at conferences, events, fairs as necessary (this can sometimes mean working weekends, evenings and during school holidays).
- Engaging with partnership learning and evaluation including our partnership with ISP.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Secondary Head Teacher in the light of those changing requirements and in consultation with the post holder. The performance of the Future Pathways Counsellor in these key responsibility areas is formatively reviewed over the year.

**The post holder has an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.**

**All staff at Bangkok Prep are expected to embody the Vision, Mission and Life Values of the school under the direction of SLT and ensure that they operate in line with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).**