



# BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

## **Job Description: Careers and University Guidance Counsellor (UGC)**

The Careers and University Guidance Counsellor will have the main function of assisting the Head of Sixth Form in all matters relating to university and careers guidance. They will maintain exceptional professional levels of communication, acting as a conduit between the tutor team, the Key Stage Leaders and the parents.

The Careers and University Guidance Counsellor will be a superb communicator, be knowledgeable of the diverse needs of the students and be ready to advise the Head of Sixth Form as required in matters pertaining to their team, both staff and students. They will have a breadth of knowledge of the school and will be able to effectively ensure all students have access to the curriculum and school provisions. They will have excellent interpersonal skills and will be able to relate to the students, staff and parents in an informative, empathetic and effective manner.

### **Expectations**

As a leading professional in education, the Careers and University Guidance Counsellor should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

### **Line management responsibilities**

The Careers and University Guidance Counsellor will be responsible to the Head of Sixth Form for the pastoral element of their professional duties as outlined in this job description and is responsible for all Higher Education links.

### **Main tasks**

The Careers and University Guidance Counsellor is responsible for all aspects of higher education applications by students in the sixth form (KS5).

#### *Bangkok Prep Higher Education Policies*

- Review, develop and enforce policies regarding Higher Education provision, such as the Early Application Support Programme, Reference Policy and Map of Sixth Form Higher Education provision

#### *University Applications – Student Support*

- Processing of student applications
- Supporting students in completing application forms and checking of applications thoroughly
- Tracking and monitoring of students' applications
- Coordinating and overseeing the use of outside agencies to augment the application process.

#### *University Applications – Personal Statements and Personal Essays*

- Supporting students in the drafting and completion of personal statements and/or personal essays
- Providing training where necessary to aid tutors and subject teachers in their supporting of students in writing their personal statements or personal essays



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## *University Applications – References and Letters of Recommendation*

- Coordinating and overseeing the process of launching and collating subject references via School Base in preparation for Post Exams Week in Term 3 and following AS results in Term 1
- Collating A2 and AS predicted grades from subject staff for application purposes
- Coordinating and supporting tutors in writing university references, including distribution of subject references and providing training where appropriate
- Coordinating and supporting subject teachers in the writing of letters of recommendation and providing training where appropriate
- Coordinating and preparing student transcripts for higher education purposes.
- Coordinating and writing higher education references, monitoring and quality assuring university references and letters of recommendation including updating, editing, proofing and redrafting where necessary.

## *Wider Student Higher Education Support*

- Supporting and guiding students in their university application process, including workshops, assemblies and one to one meetings, providing counselling and advice as necessary
- Leading, planning and structuring the programme of activities for the Higher Education elements of the post examination programme
- Liaising with, and coordinating, the arrangements for university entrance tests with the examinations office
- Assist the Key Stage Leaders, Secondary Deputy Head and the PHSE team in providing advice and guidance regarding option choices for I/GCSE and A level

## *Form Tutors and Subject Staff*

- Coordinating and monitoring tutors' tasks in relation to the HE process
- Liaising with tutors to monitor students' application progress
- Coordinating and liaising with tutors' regarding one-to-one meetings (re. choices, personal statements and references)
- Liaising with subject staff with regards to HE applications where necessary
- Offering staff training on Higher Education related areas when needed (e.g. reference writing and supporting personal statements)

## *Parent Communications*

- Offering up to date and relevant information to the parent body regarding the application processes through workshops and written communication home
- Offering guidance and information to parents where appropriate to further support individual students
- Provide regular articles to the 'Prepazine' (weekly newsletter)

## *Higher Education Programme & University Representatives*

- Coordinating university and HE related visits
- Fostering and developing positive relationships with university admissions tutors
- Planning and delivering the Year 12 Higher Education programme
- Advising and informing students, parents and staff with regards to Bangkok Prep policy on university applications
- Collating data on HE placements and reporting to the SLT on placements
- Developing, coordinating and delivering activities in support of the Higher Education, University Application and transition programme

## *Resources*

- Maintaining relevant and up to date information on FireFly for Higher Education
- Monitoring the use of the Careers Library, in conjunction with the Librarian
- Maintaining a Higher Education notice board and Resource Room
- Maintaining relevant and up to date information on the school webpage and parent portal
- Promoting and assisting with student attendance to University Fairs and visits in Thailand



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## *Budget*

- Prepare, present and negotiate an annual budget for Higher Education
- Manage the Higher Education budget

## *Early Application Support Programme (EASP)*

- Supporting the SLT and Head of Sixth Form with policy regarding the EASP
- Assisting the Head of Secondary and Head of Sixth Form with the identification of students who meet the broad criteria for an Elite University Programme
- Advising students, and updating where necessary, on the entry processes and requirements for Early Applications (EAs)
- Supporting students in completing specific application forms to non-UK based EAs (for example, Ivy League universities in the US)
- Supporting students in completing applications for Oxbridge and UK Medicine
- Arranging for mock Oxbridge/Medicine interviews
- Collating data and reporting to the SLT on EA placements

## *Careers Education*

- Develop a careers education curriculum alongside PSHE from Y7-11 to develop an appreciation of the types of career available
- Teach within the PSHE/Careers programme
- Lead, resource and guide other teachers in the field of Careers education
- Develop tools to help students assess their skills and interests in relation to future careers
- Develop students' appreciation and abilities in producing CVs, letters of application and portfolios
- Meet with individuals, groups or classes to counsel students towards their career goals

## *Areas for Development*

- Keeping up to date with relevant news and changes within Higher Education
- Continuing to gain knowledge and understanding of different Higher Education opportunities and processes internationally, particularly Thailand and Australia
- Continuing to develop relevant support material for students and parents in FireFly in relation to higher education and careers
- Provide information and presentations to the Secondary staff to educate them in matters relating to higher/further education matters and student subject choices
- Develop the use of BridgeU to streamline applications
- Develop a continuous curriculum in careers education from Y7 to Y11 and into Sixth Form

**The post holder has an individual responsibility to safeguard and promote the well-being of children and young people.**

The UGC will normally be expected to teach to a maximum of 60% timetable.

<b>Name of Post Holder:</b>	
<b>Signature of Post Holder:</b>	
<b>Date:</b>	