

Role Profile			
Role	Careers Guidance Counsellor	School	United School International
Direct Reports		Reporting To	Head of Secondary Deputy Head of Secondary
<b>Role Purpose</b>			
<p>To support secondary school students in making informed decisions about their academic pathways, career aspirations, and post-secondary opportunities by providing high-quality guidance, counselling, and access to up-to-date careers information.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.</p>			
<b>Key Accountabilities</b>			
<b>Key Responsibilities</b>			
<b>1. Student Guidance &amp; Counselling</b>			
<ul style="list-style-type: none"> <li>• Provide one-to-one and group career counselling sessions to students (typically Years 9–13).</li> <li>• Support students in identifying strengths, interests, and career aspirations.</li> <li>• Guide students in subject selection aligned with future career goals.</li> <li>• Assist students with university, college, and vocational applications.</li> </ul>			
<b>2. Careers Education Programme</b>			
<ul style="list-style-type: none"> <li>• Design, deliver, and evaluate a structured careers education programme.</li> <li>• Organise workshops, assemblies, and career-focused events.</li> <li>• Integrate career learning into the wider school curriculum where appropriate.</li> </ul>			
<b>3. University &amp; Post-Secondary Preparation</b>			
<ul style="list-style-type: none"> <li>• Advise students on global university systems, entry requirements, and application processes.</li> <li>• Support preparation for applications (e.g. personal statements, interviews, portfolios).</li> <li>• Provide guidance on scholarships, financial aid, and admissions tests.</li> </ul>			
<b>4. Employer &amp; External Partnerships</b>			
<ul style="list-style-type: none"> <li>• Build relationships with universities, employers, and training providers.</li> <li>• Organise career fairs, guest speakers, and work experience opportunities.</li> <li>• Liaise with external agencies to enhance student career exposure.</li> </ul>			
<b>5. Information &amp; Resources Management</b>			
<ul style="list-style-type: none"> <li>• Maintain up-to-date careers resources (digital and physical).</li> <li>• Provide accurate labour market information and trends.</li> <li>• Ensure students and parents have access to relevant guidance materials.</li> </ul>			
<b>6. Parental Engagement</b>			
<ul style="list-style-type: none"> <li>• Communicate with parents regarding career pathways and post-16/18 options.</li> <li>• Deliver parent workshops and information sessions.</li> </ul>			
<b>7. Monitoring &amp; Reporting</b>			
<ul style="list-style-type: none"> <li>• Track and monitor student destinations and progression.</li> <li>• Maintain accurate records of guidance sessions and interventions.</li> <li>• Provide reports to senior leadership on careers provision and outcomes.</li> </ul>			
<b>8. Safeguarding &amp; Wellbeing</b>			
<ul style="list-style-type: none"> <li>• Ensure all guidance is provided in line with safeguarding policies.</li> <li>• Support student wellbeing in relation to academic and career pressures.</li> </ul>			

*The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.*

### Person Specification

#### Skills, Knowledge, and Experience

- Bachelor's degree in Education, Counselling, Psychology, or a related field.
- Recognised qualification in Careers Guidance/Counselling (preferred).
- Experience working in a secondary school or with young people.
- Strong knowledge of international university systems
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility
- Excellent interpersonal and communication skills.
- Strong organisational and planning abilities.
- Ability to build rapport with students, parents, and staff.
- Knowledge of career assessment tools and guidance frameworks.
- Cultural awareness and sensitivity in a diverse school environment.

#### Competencies

- **Results Orientated:** Ensures that lessons have objective & demonstrable learning outcomes which are achieved
- **Ability to Plan:** Long, medium and short term to assess results and ensure good progress
- **Strong Communicator and tutor:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge