

## UNIVERSITY AND CAREERS COUNSELLOR JOB DESCRIPTION

<b>LOCATION</b>	Kuala Lumpur
<b>JOB PURPOSE</b>	Support students in all aspects of the university application process and careers education in order to ensure they are well informed and prepared for the next stage of their education and future career
<b>REPORTING TO</b>	<b>Head of Sixth Form</b>
<b>DIRECT REPORTS</b>	None
<b>OTHER KEY RELATIONSHIP</b>	<p>BSKL is seeking to appoint a qualified and experienced University and Careers Counsellor to provide careers and further education support to students in Year 9 and above. Applicants should be enthusiastic, caring and experienced. The Careers and University Counsellor will support students in all aspects of the university application process and careers education in order to ensure they are well informed and prepared for the next stage of their education and future careers. The willingness to be an effective team player and work closely with colleagues, students and parents is essential.</p> <p>It is expected that the successful candidate has considerable experience in supporting students applying to universities across the world. Prior knowledge and experience of advising and application processing to the UK and USA is essential. Experience and knowledge of application processes to Australia and South Korea are highly desirable.</p> <p>The appointee will have strong interpersonal, communication and organisational skills and will be able to respond effectively to the needs of a diverse student body.</p>

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>▪ <b>Relations with Parents and Wider Community</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate a consistent record of positive parent relationships. Ensure reporting and all parent communication is timely, and of an informative and consistently good standard.</li> <li>▪ Meet assessment and reporting deadlines set by the Assistant Head and the Head of Secondary School.</li> </ul>
<b>University Counselling</b>	

- Provide Year 12 and Year 13 students with guidance on college/university selection process with workshops and tutorial sessions (held twice weekly).
- Hold regular parent information sessions - at least one per year group, per academic year. More should be offered if required for specialist groups - e.g. Oxbridge or Medicine applicants.
- Oversee process of submitting school documents in support of college/university applications, including but not limited to transcripts, letters of recommendation, and school reports.
- Have an excellent working knowledge of university application processes to countries around the world (some or all of US, UK, Europe, Canada, Australia, Korea, Japan, Singapore, Hong Kong).
- Communicate information about and have experience coordinating relevant admissions examinations e.g. SAT, ACT, TOEFL, IELTS, UKCAT, STEP etc.
- Attend meetings of College/University Counsellors and Admissions personnel, and share information with the relevant members of the Sixth Form and pastoral teams.
- Establish and maintain working relations with university admissions personnel and share contacts with students and colleagues when appropriate.
- Organise college/university fairs and visitors throughout the year to increase the network and profile of BSKL.
- Review school profile and transcript annually.
- Experience with Google docs/UCAS/Common Application/UniFrog is desired.
- Lead and manage the UCAS/Common App application procedure.
- Work with teachers and tutors to finalise letters of recommendation for global applications.
- Deliver CPD to staff about personal statements, reference writing, and any other important aspect of the application process, when required.
- Process student transcripts for university and assist with student placements.
- Review and contribute to all Post-16 policies and procedures.
- Share best practices with Sixth Form tutor team and lead training sessions with relevant Sixth Form teaching and tutoring staff.

	<ul style="list-style-type: none"> <li>▪ Contribute to the Sixth Form My World program in liaison with the Head of Sixth Form</li> <li>▪ Develop regular opportunities for practice interviews for all students.</li> <li>▪ Maintain a thorough record of leavers' university and career destinations, and share the data with relevant stakeholders.</li> <li>▪ Research university development trends - e.g. changes in application procedures.</li> <li>▪ Keep the 'BSKL University Counselling' website up to date.</li> <li>▪ Openly promote the achievements of Sixth Form students, past and present, relating to their university and post-graduation achievements, where possible.</li> </ul>
<p><b>Career Counselling</b></p>	<ul style="list-style-type: none"> <li>▪ Play an active role in the Year 9 and Year 11 Options processes - support Pathways Coordinator in planning events and provide guidance.</li> <li>▪ Liaise with the parent community to organise career events for Year 9 students, such as the annual Careers Carousel.</li> <li>▪ Offer 1-1 guidance and support to Year 9 and Year 11 students during the options process - interviews; q&amp;a sessions.</li> <li>▪ Lead on planning and delivering career related workshops and classes for college/university preparation for students in Years 9-13, including Y12 and Y13 tutorial sessions (2 x 55 minutes per week).</li> <li>▪ Support the Internships Coordinator with developing the provision, where required</li> <li>▪ Support students with identifying and applying for internships and summer programmes.</li> <li>▪ Establish links with the community to create a work experience programme for Year 12 students.</li> <li>▪ Manage all aspects of the work experience programme, including parent and student communication, liaising with external companies that offer placements, visiting students on placements, and evaluating the quality of the placements.</li> <li>▪ Provide opportunities for students to learn about a range of careers by organising external speakers and workshops throughout the year, focusing on key industries - law, medicine, engineering, finance etc.</li> </ul>

### Pastoral Care of Students

- Play an active role in the care, wellbeing and safeguarding of all students.
- Undertake child protection and safeguarding training relevant to the role.
- Proactively act on concerns, reporting immediately using the relevant school procedures.
- Demonstrate care, empathy and respect to all students.
- Actively support and encourage students to create, develop and maintain healthy friendships.
- Actively support all school systems of recording and reporting concerns regarding student welfare, including child protection and safeguarding.
- Act as a role model to all students.
- Actively participate in the school's House System.
- Attend trips and outdoor educational activities to support students' personal development.
- Model good practice to students, promoting the values as set out in the NAE code of conduct.
- Consistently apply NAE & school policies, in particular the positive behaviour policy.
- Any other tasks or practices as reasonably directed by the HoD, HoY or SLT.
- Perform all form tutor duties as directed by the relevant HoY or SLT member.
- Deliver the school's PSHE curriculum (My World): planning and collaborating with fellow tutors and HoY as necessary.
- Take the lead in mentoring the academic progress of students in their tutor group via the Academic Mentoring programme.
- Play an active and encouraging role in the transition and admission of new students to the school.
- Support, monitor and guide new students during arrival to the school.
- Consistently communicate with parents, acting as the first point of contact.
- Monitor student attendance, punctuality and progress using school systems including the school's management information system.
- Encourage students to have high standards in dress, attitude and behaviour.
- Read and advise on written reports for the form group before publishing to parents.
- Support the HoY in writing relevant references for students.
- Any other tasks or practices as reasonably directed by the HoY or SLT.

### Professional and Personal Development

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| <ul style="list-style-type: none"> <li>▪ <b>Managing Own Performance and Development</b></li> </ul> | <ul style="list-style-type: none"> <li>▪ Keep up-to-date in subject(s) and/or specialism(s).</li> <li>▪ Improve teaching and provision through evaluating own practice in relation to pupils' progress, school targets and inspection evidence.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ <b>Strategic leadership</b></li> </ul>                     | <ul style="list-style-type: none"> <li>▪ Provide a role model for pupils and other staff through their personal and professional conduct.</li> <li>▪ Be highly respected and able to motivate others.</li> <li>▪ Support the broad aims of the school and of the Secondary Leadership Team.</li> </ul> |

### PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

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| <ul style="list-style-type: none"> <li>▪ Integrate technology into the classroom experience to enhance and extend the learning of students</li> </ul> | <p>Essential</p> |
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<ul style="list-style-type: none"> <li>▪ Successfully teach students using technology in a virtual/hybrid environment</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Have excellent written and verbal communication skills.</li> <li>▪ Contribute to safe and supportive school culture, climate and environment.</li> <li>▪ Serve as a member of Sixth Form pastoral team.</li> <li>▪ Attend professional development workshops.</li> <li>▪ Review, adjust and improve university counselling and careers programme each year.</li> <li>▪ Know how to plan and prioritise their own time and activity effectively</li> </ul>	Essential

### Personal Attributes

<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> </ul>
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### Other

<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in [Location].</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required</li> </ul>
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### PHILOSOPHY AND VALUES

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

**The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation

Possible career-focused activities: