

Job Specification

Director of University Guidance Counselling

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Director of University Guidance Counselling
Classification	Academic
Reporting to	Vice Principal (Academic)

<p>Duties and Responsibilities</p>	<p>The person appointed will be responsible for all aspects of admission to universities and courses at Higher Education institutions. They will hold management and leadership responsibility for all staff working within the UGC team and be expected to create a positive culture in the whole department, be an enthusiastic role-model with a passion for their work and be accountable for student progress through the university application process.</p> <p>Main areas of responsibility:</p> <ul style="list-style-type: none"> ● Lead and manage a team of University Guidance Counsellors and the University Registrar (line management and quality assurance of the UGC team includes supporting relevant Professional Development, conducting mid and end-of-year reviews). ● Promote positive teamwork within the UGC team, identifying and utilising areas of strength to motivate staff to ensure effective working relationships. ● Ensure appropriate measures are in place to coach, mentor, support and guide new members of the department to maintain high standards. ● With the VP (Academic), carry out an annual Destinations Analysis and use it to inform the UGC Strategy for that year. ● Direct the application processes for the UK (UCAS), the US and other countries (with the exception of Asian universities including Korea). <ul style="list-style-type: none"> ● Ensure that all students are provided excellent support and advice regarding university entrance relative to their needs, aspirations and academic profile. ● Coordinate the preparation of students for application to elite universities, in particular Oxford and Cambridge in the UK and Ivy League/HYPSM in the US.
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- Work with academic Heads of Department and the Sixth Form Team to develop faculty support for students' university applications.
- Produce and deliver presentations and workshops for parents and students to support the university application process.
- Organise visits by university admissions tutors and other experts as appropriate to enrich the experience of our students.
- Coordinate the production and submission of all relevant documentation for students' university applications. This includes, but is not limited to: transcripts, recommendation letters, references and the School Profile.
- Liaise with universities, building relationships with them to facilitate more effective guidance for students.
- Plan and manage the University Guidance budget.
- Coordinate the provision of pathway and careers guidance for Years 10-13. • Oversee the organisation of an Annual Higher Education Conference in liaison with other schools in JGEC.
- Attend international conferences and professional development on University Guidance as appropriate to stay abreast of the most up to date information, processes and procedures.
- Liaise with the examinations officer to organise university admissions tests including, but not limited to, PSAT, SAT, ACT and UK university admissions tests such as the UCAT and MAT.
- Oversee the organisation of mock university interviews and admissions tests with the wider academic team.
- Take responsibility for all university resources in the library.
- Provide information and advice on gap years, scholarships, financial support, etc. to ensure students have information regarding all options.
- Collate and report on data pertaining to all aspects of university admissions. • Oversee the implementation and use of Cialfo to effectively support and track students' university applications.
- Ensure systems are in place for effective communication and consultation with staff, students and parents (e.g. Y12 Family Meetings, Tutor Team liaison, parent and student meeting schedules)
- Represent the UGC team at appropriate meetings e.g. Curriculum Committee, Heads of Department meetings, etc. There is also an expectation that all Heads of Departments contribute to, and lead items and initiatives during these meetings.
- Contribute and lead regular department meetings with a clear focus, agenda and minutes (with action points) for members of the team.
- Create a departmental development plan that mirrors the whole school development plan and school objectives.

Safeguarding

- Place the child at the centre of all you do
- Recognise possible signs and indicators of abuse and neglect
- Respond and communicate effectively and appropriately with children • Know how to receive a disclosure from a child; listen, believe, support and

	report • Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable
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	<ul style="list-style-type: none"> • Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies • Share important information promptly, safely and with the correct people • Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country. • Include safeguarding as a standing item at all regular meetings and staff briefings • Be aware of particular safeguarding risks and mitigation strategies within your area of responsibility • Promote awareness of safeguarding children and child-focused professional conduct within your area of responsibility • Include safeguarding within any quality assurance or performance review function or process (e.g. lesson observations and/or appraisals)
Last JD Review	September 2024

NLCS Jeju is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

PERSON SPECIFICATION

A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the teachers sought by the NLCS Jeju in the recruitment and selection process. All members of staff employed by NLCS Jeju support and promote the school's aims

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The right person for this position will have the following capabilities in terms of experience and skills:

	<i>Essential</i>	<i>Desirable</i>
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Leadership Leadership experience within a relevant organisation and have proven ability to translate strategy into results.

Exceptional leader with proven ability to forge partnerships and

build positive working relationships,
consulting with, and inspiring,
others.

and delivering
transformational and cultural change.

Evidence of a contribution to
leadership of strategic issues.

Management of a department with highly
skilled counsellors who are experienced in
working under pressure

A proven successful track record of leading

	A proven track record of successful leadership and meeting ambitious targets	
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<p>Communication Skills</p>	<p>You are an outstanding communicator, and are able to influence, and negotiate with, a range of stakeholders.</p> <p>You enjoy, and are skilled in, communicating with young people.</p> <p>You are sensitive to cultural differences and understand the needs of parents in all communication, and can effectively communicate to parent bodies, individuals and representatives.</p>	<p>Promoting good communication with and beyond the school</p> <p>Successful partnerships with school communities.</p> <p>Promoting academic honesty and integrity</p>
<p>Experience, Qualifications and Knowledge</p>	<p>Educated at least to Bachelor degree level plus 3 years of experience; or Master degree or higher.</p> <p>Excellent counselling skills through experience in university guidance</p> <p>Committed to an education that offers academic ambition and rigour, and excellence in subject teaching across the School.</p> <p>Significant understanding of relevant legislation and new developments underpinning university guidance delivery, across the world</p> <p>Extensive knowledge of university admissions systems such as Cialfo and UCAS .</p>	<p>Knowledge of commercial operations of schools.</p> <p>Experience in negotiating staffing and timetable construction.</p> <p>A record of success in, or demonstrable understanding of, recruiting and admissions processes.</p> <p>Experience in an international environment or knowledge of the Far East</p>

Management of Staff and Resources	Proven ability in the successful leadership of staff and management of resources.	Knowledge of Health and Safety procedures and legislation.
	<p>Proven commitment to developing highly qualified and able staff.</p> <p>Evaluated and reviewed the effects of policies, priorities and targets of the school in practice, and have taken appropriate action.</p>	<p>Ability to create and develop leadership structures.</p> <p>Maintained a regular review of school Policies.</p>
Attitude/Approach	<p>The ability to generate and deliver collective vision and shared purpose.</p> <p>Proven ability to motivate, enthuse and drive individuals and teams to achieve at the highest levels.</p> <p>The ability to demonstrate emotional intelligence, adaptable to different situations.</p> <p>The ability to be sensitive to, and adapt to, cultural differences.</p> <p>Drive, tenacity, resilience, ability to maintain focus, objectivity and sound judgement under complex conditions and pressure.</p>	<p>Willingness to lead professional learning sessions.</p> <p>Ability to confront and resolve problems.</p>
Last review	September 2024	