

Job description

Job title	University & Careers Counsellor	Section/Department	Senior
Division/School	MCHK - School	Service location	Tai Po, New Territories
Reporting line	Headmaster	Effective date	August 2021

Roles and Responsibilities

Job Purpose

Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.

With our first Sixth Form cohort starting in August 2021, the university and careers counsellor will play a key role supporting and preparing our Sixth Form students for the next stage of their educational journey. The successful applicant must have knowledge and expertise in supporting university applications to universities around the world. In early years the Sixth Form cohort will be relatively small, and therefore, the University and Careers Counsellor will need to carry a teaching commitment. Applicants should indicate in their letter of application which subject(s) they could offer.

As a Malvern College teacher the successful applicant will play a full role in the school's curricular, co-curricular and pastoral programmes.

Main Academic Duties and Responsibilities

University and Careers Counselling

- Liaise closely with the Senior Management Team, DP co-ordinators and Sixth Form Tutors over matters relating to pupils.
- Guide and advise MYP and DP students and their parents on career and university options to ensure they are well informed and in a position to make informed choices;
- Build and deliver a programme of careers and university information sessions building through the Senior years;
- Support Sixth Form students in their preparation of university applications, ensuring all necessary documentation is in place and all deadlines met;
- Carefully track and monitor all applications and outcomes;
- Communicate effectively orally and in writing with colleagues, universities, external agencies and parents, as required;
- Establish and co-ordinate opportunities for work experience and internships;
- Be available in the Summer to support students when results are published.

Teaching commitment

- Work closely with the MYP & DP Curriculum Co-ordinators and colleagues to ensure the effective delivery of the MYP & DP programmes and to design and implement a relevant, challenging and rigorous curriculum;
- Plan and deliver lessons in the relevant subject area, ensuring attention is given to appropriate differentiation;
- Contribute to collaborative learning at all levels of school life;
- Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect;
- Select relevant resources and digital tools to support and enhance learning;

	<ul style="list-style-type: none"> • Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupils' learning; • Communicate effectively with pupils, parents and colleagues in a professional manner; • Write personalised reports to inform parents of their son/daughter's progress; • Provide appropriate pastoral support as and when necessary; • Contribute to the school's Tutor and House systems as directed by the Head of Secondary; • Attend Parents' Meetings, Open Mornings, Admissions Days and Professional Development as appropriate and as requested by the Headmaster; • Play an active role in the school's co-curricular programme; and • Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
Key Relationships	
Internal	<ul style="list-style-type: none"> • Professional counselling relationship with pupils • Communication with colleagues • Reporting line to Headmaster and Head of Secondary
External	<ul style="list-style-type: none"> • Parents • University admissions departments • Work experience placements

Position Requirements	
Academic Requirements	<ul style="list-style-type: none"> • Minimum Bachelor's Degree in relevant subject area • A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE) • A qualification or training in university and careers guidance is preferred
Required Working Experience	<ul style="list-style-type: none"> • Previous experience in teaching in an IB world school, although outstanding candidates without prior IB experience will be considered ; • Proven experience of advising and supporting students with university applications internationally, particularly for universities in the UK and US; • Minimum two years' teaching experience in secondary years education.
Competencies	<ul style="list-style-type: none"> • Knowledge of university application processes in different countries; • Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community; • Ability to work collaboratively; • Strong written and communication skills; • An appreciation of the IB Philosophy is required; prior IB training is required before taking up post at minimum Category 1 level; • Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work.
Additional Requirements	<ul style="list-style-type: none"> • A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.