

## **NORTH LONDON COLLEGIATE SCHOOL DUBAI**

*Seeks a*

### **UNIVERSITY GUIDANCE COUNSELLOR**

*Effective August 2018*

#### **THE UK SCHOOL**

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss in order to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results consistently top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates. The Sutton Trust has rated NLCS as first in the UK for success in placing students at competitive universities and NLCS is one of only two schools to have been twice named by the *Sunday Times* as 'Independent School of the Year', which described it as 'Possibly the best advertisement for girls-only education in the country'.

In 2011, North London opened its first international 'branch' school in South Korea – NLCS Jeju. Working with an agency of the South Korean government, the school was the first of a number of international schools to be built as part of an ambitious project to transform the island of Jeju into a global 'hub'. The School opened with over 400 pupils and, now entering its sixth year of operation, has nearly 1200 on the roll. When at capacity, the school will cater for 1400 boys and girls. NLCS Jeju offers the IB Diploma to all students in the Sixth Form and in its first year of results (after just three years of operation) achieved an average Diploma points score of 36 points per pupil, to rival top-performing jurisdictions such as Singapore. In its second year of Diploma results (and fourth year of operation) students achieved an average Diploma points score of 37 and in its third year of Diploma results (2016), students achieved an average Diploma points score of 38.

#### **THE DUBAI SCHOOL**

We aim to be the top-performing IB World School in the UAE, supporting the aspirations and abilities of all students; as a result, they and their families will choose to stay in Dubai throughout their Primary and Secondary schooling.

North London Collegiate School Dubai offers an academically ambitious education in keeping with the aspirational ethos of NLCS (UK), and the same impressive range of extra-curricular activities, to foster well-rounded individuals who are capable of becoming leaders. The School is a coeducational day school for pupils aged 3-18 years, situated within the prestigious Hartland development in Dubai. The School was built and is funded by our partners in the project, a leading Indian property development company, Sobha.

While ensuring academic excellence and intellectual challenge, NLCS Dubai is equally concerned with supporting the development of the whole person and aims to inspire confidence, individuality and self-esteem.

NLCS Dubai is an English-speaking school and is currently a candidate school for the International Baccalaureate Programme with the intention of offering the programme throughout the age range by 2019. A number of lessons per week are devoted to the teaching of the Arabic language, UAE Social Studies and Islamic Education, which are compulsory for all students up to the age of 16, although more

lessons are required for students of Arabic descent than for others. (Islamic Education is compulsory for Muslim students only.)

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas 'branch' schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and always by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are expected to travel to London for induction and training at the UK school and this is generously funded by our partners. Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extra-curricular activities, such as video-conference debates and jointly-produced student publications.

As the NLCS family of schools expands (with a third overseas school opening in Singapore in 2019), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities which a group of world-class schools such as ours can offer.

## THE ETHOS

The ethos of NLCS Dubai echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK 'parent' school, whilst taking into account and remaining sensitive to the local culture and context.

We provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives students the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained not through an emphasis on results but by creating an atmosphere of rigorous scholarship, where pupils are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being of students is of the utmost importance and good relationships are fostered between pupils and staff, as well as between the pupils themselves.

The extra-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating Society, to 'Mad Scientists' to 'Human Rights Society' and 'Model United Nations'. In the UK School, over forty academic clubs and societies operate weekly meetings and events led by the Sixth Form, in order to give students every opportunity to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as the School aims to create an environment in which the whole personality can grow. Extra-curricular Sport, Music and Drama are all of excellent quality and over seventy activities happen at lunch times and after school each day, with large numbers of students involved. In the UK, the School has produced sports players at national and regional level as well as nationally-recognised musicians, composers and actors. Since the opening of a state-of-the-art Performing Arts Centre in 2007, productions and concerts have benefited from this professional standard facility with over 40 performances a year in this venue alone.

**This ethos and broad range of opportunities have already been effectively recreated at our first satellite school, NLCS Jeju, and are equally central to the offer at NLCS Dubai.**

## THE CURRICULUM

Our intention is that NLCS Dubai will be an "IB Continuum School" offering the IB Primary Years Programme (PYP) in the Junior School, Middle Years Programme (MYP) in Grade 6 to 10, and Diploma Programme in the Sixth Form. The curriculum reflects the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK).

As mentioned above, an extensive extra-curricular programme of Sport, Music, Drama and other activities which closely reflects that at NLCS (UK) are provided to enrich and broaden the education offered, developing the talents and confidence of students.

## **LIFE IN DUBAI**

Dubai is a thriving international hub, where approximately 90% of the c.2.5 million residents are expatriates living alongside the local Emiratis. The successful candidate will be sympathetic to and considerate of the culture of a Muslim country, in both their personal and professional life.

## **THE POSITION**

The University Guidance Counsellor is a key member of staff and is responsible for all aspects of global admissions to universities and higher education courses. They will work closely with the Senior Team to ensure there is an effective system in place for students in the upper school and sixth form with regard to university and careers provision. This is an exciting opportunity for someone with an outstanding track record of university guidance and excellent organisational skills to join a dedicated team of staff.

Duties and responsibilities will include:

- Administrating the UK, US and all other countries' application processes
- Advising and supporting students regarding course choices, university entrance, open days, gap years, summer courses, career paths and all related issues.
- Liaising with Universities around the world
- Administration and effective use of Naviance
- Keeping abreast of any updates and new policies about university entrance and admissions criteria at universities, especially for international students.
- Providing Grade 9 – 12 with careers guidance and organising careers-related activities and provision throughout the school.
- Assisting in the organisation of the mock University interviews
- Responsibility for all university and careers resources in the Library
- Contributing to the report on all aspects of University admissions and any other statistics requested by the Principal
- Assisting and supporting any other tasks set with regards to University applications and processes

## **QUALIFICATIONS & QUALITIES SOUGHT**

*Please see Person Specification*

## **TERMS AND CONDITIONS**

North London Collegiate School Dubai has its own salary scale: salary and benefits will be highly competitive and commensurate with the successful candidate's qualifications and experience.

## **LOCATION**

This post will be based in Dubai.

## **TENURE OF APPOINTMENT**

Three years.

## **PARTICULARS OF THE SEARCH**

Applicants are invited to submit:

1. a letter of application, addressed to the Principal of NLCS Dubai, Mr Daniel Lewis
2. a fully completed application form - available from the vacancy website at [www.tes.co.uk](http://www.tes.co.uk) or the school website [www.nlcsdubai.ae](http://www.nlcsdubai.ae)
3. a current CV

The application form should contain the name, email address, postal address and day-time telephone number of three referees who may be contacted with the candidate's permission; these should be direct supervisors or persons in senior positions of responsibility – not peers - who can validate the applicant's suitability for the role.

**Emailed applications are preferred and, as long as you receive an acknowledgment of receipt from us, you are not required to mail a hard copy of your documents. Faxed applications must be followed up by an emailed application or a hard copy.**

**E-mail: [recruitment@nlcsdubai.ae](mailto:recruitment@nlcsdubai.ae)**

**The closing date for applications is 12.00pm (UAE time) on 12<sup>th</sup> October 2017**

It is anticipated that interviews will take place in the UK during the week beginning 6<sup>th</sup> November 2017.

**PERSON SPECIFICATION**  
**University Guidance Counsellor**  
**North London Collegiate School Dubai**

**NLCS Dubai** is looking for an enthusiastic and highly-qualified University Guidance Counsellor. The University Guidance Counsellor is a key member of staff and is responsible for all aspects of global admissions to universities and higher education courses. They will work closely with the Senior Team to ensure there is an effective system in place for students in the upper school and sixth form with regard to university and careers provision. This is an exciting opportunity for someone with an outstanding track record of university guidance and excellent organisational skills to join a dedicated team of staff.

The candidate will have an international outlook and an appreciation of the richness that a diversity of cultures brings to a school. The right candidate will be an all-rounder with strong academic, leadership and administration skills to middle or senior management levels. The right person for this position will have the following capabilities in terms of personal qualities, professional experience and skills:

**Personal Specification**

*Professional Qualification*

- Bachelors or Higher Degree
- Proven track record of outstanding University Guidance
- Up to date knowledge of university entrance criteria and course offerings around the world
- Recent participation in continuing professional development
- Recent experience of managing students from a variety of cultures
- Experience of the IB and/or of international education
- A track record of working productively and collaboratively as part of a team to achieve strategic and shared goals

*Specialist Knowledge and Understanding*

- Demonstrated knowledge of and vision for the higher education of students, from a variety of backgrounds.
- A passion for education and excellence; ability to inspire colleagues, to accept responsibility, show in their actions and decisions firmness, fairness, consistency and integrity.
- Comprehensive knowledge of the IB programmes and of key developments, issues and trends in international education

*Personal Qualities and Skills*

- Excellent interpersonal and administrative skills
- Work effectively as a member of a team but also able to work independently
- Ability to be proactive, resourceful and use initiative
- Courage to introduce and manage change and innovation
- Ability to show good cultural understanding and differentiation between students from various backgrounds
- Ability to absorb information, analyse data and present overall picture and trends
- Flexible, inclusive and pragmatic style
- Clear strategic thinking
- Articulate and professional
- Confident in meeting and communicating with others
- Possess good organisational skills, manage time efficiently and be able to meet deadlines

- Excellent written and spoken English

Knowledge of additional languages (especially Arabic) would be an advantage.

## **JOB DESCRIPTION**

### **University Guidance Counsellor**

#### **North London Collegiate School Dubai**

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*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*