



PERSON & POST SPECIFICATION(TEACHER)

Role:	University Counsellor
School:	Senior School
Hours:	Full-time
Contract:	Fixed Term, from 1 st August 2021
Classification:	Expatriate Teacher
Responsible to:	Directory of University Counselling
Responsible for:	All students as allocated

TEACH WORLDWISE.

Dulwich College International is **One Family of Schools** focused on ensuring every student achieves his or her very best in school and life beyond, which is why all our students **Graduate Worldwide**, ensuring they are prepared for a future that is uncertain. To guarantee this experience for all our students, we look to recruit and enhance the very best practitioners in education so that, with us, they continue to develop as **Worldwise Teachers**. Our teaching and learning is grounded in the *Dulwich Learning principles*.

Our vision of Teachers

Worldwise Teachers:

- Display self-control and flexibility, and nurture these skills in learners
- Promote a love of learning and student wellbeing
- Show professional initiative and perseverance
- Get on with others and have highly developed communication skills
- Are committed to internationalism and equity
- Are committed to sustainability and global citizenship
- Promote academic rigour and holistic learning

A Worldwide Teacher values:

- Evidence-based pedagogy and personalised student learning
- A compassionate approach to complex problem-solving
- High levels of student motivation and engagement
- Professional collaboration and collective efficacy



A Worldwide Teacher's practice:

- Lifelong learning and reflective practice
- Reveals the complex and inter-disciplinary nature of learning content
- Nurtures supportive and dynamic learning environments
- Maximises every student's opportunity to learn
- Activates hard thinking processes and skill

OUR PILLARS, OUR VALUES.

WORLDWIDE
<ul style="list-style-type: none"> • We build bridges to the world to make a positive difference • We care for one another, our communities and our planet • We are connected • The future is always one step ahead, yet we are already equipped with the skills, courage, and compassion to navigate it with confidence

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> • I put students at the heart of my decisions • I listen to student voice and it is reflected in my practice • I challenge myself to constantly do better 	<ul style="list-style-type: none"> • I put the team's success ahead of my own • I partner across our Group to create new ideas • I build trusting, respectful relationships 	<ul style="list-style-type: none"> • I find creative ways forward • I seek out diversity of thought to inform rich insight • I turn ideas into actionable solutions

DULWICH COLLEGE SHANGHAI PUDONG'S STRATEGIC INTENTIONS.

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> • Students' development is prioritised through challenging programmes within our safe and respectful environment, which nurtures their overall wellbeing, enabling them to achieve their academic potential. 	<ul style="list-style-type: none"> • Students, staff, and parents work collaboratively in our diverse and international community, in order to have a global perspective and be positive, compassionate contributors to society. 	<ul style="list-style-type: none"> • Students have open and inquiring minds, and are encouraged to be creative, innovative, and reflective. As a result, students develop the knowledge, the courage, and the resilience to contribute effectively and confidently to an ever-changing world.



POST-HOLDER QUALIFICATIONS & EXPERIENCE.

- University Degree or equivalent in a related field
- Experience working in university counselling or college admissions
- Familiarity with the Anglophone university world and, desirably, experience in working with other Higher Education admissions systems.
- Experience in an international school setting
- Familiarity with and understanding of recent developments in higher education
- Technologically competent in basic resources and programmes; experience with UCAS and, ideally, MaiaLearning will be an advantage
- Complete fluency in English (equivalent to mother tongue)

POST-HOLDER SPECIFIC RESPONSIBILITIES.

The College Counsellor is responsible for administering all aspects of the college search and admissions process. In addition to the job description for a Dulwich teacher, they will be expected to:

- Work with students and families in the College to develop a shared definition of success in post-secondary life, then work with them to achieve it.
- Represent the school in the best possible light and boost its profile in the higher education community

In order to achieve these goals they will be required to:

- Educate students and parents about universities, academic majors & programmes, the admissions process, trends, procedures, and admission testing.
- Provide an individualised counselling service for students in Years 10 – Year 13 which should include advice on academic pathways.
- Work with students and families in Years 7-9 to identify pathways to success
- Encourage admissions representatives to visit the campus and facilitating meetings between university representatives and our students.
- Liaise with the counsellors' administrator to maintain accurate and up to date records on students, including external exam results, internal Progress Report data and transcripts.
- Work with a set group of Year 13 students as their primary counselor and write an official school recommendation or reference for each Year 13 student within that caseload.
- Coordinate and deliver careers counselling curriculum as needed for cohorts from Year 10 to Year 12.
- Assist in coordinating Focus Week for Year 13 and Careers Day for Years 10-13.
- Keep teachers informed of the university application process and the tasks expected of them.
- Coordinate the online application process and applications and preparation for universities worldwide.
- Support the clearing and final admissions process for students during the summer and coordinate with the IB Coordinator to advise on remarks.
- Contribute to the school newsletter and website as appropriate to keeps parents informed of test dates, local college events, and financial aid, etc.
- Coordinate the annual update of the school profile and other relevant publications.



- Coordinate events and programming for students & parents in PSICHE activities or evening events.
- Maintain an accurate and up to date record of admission decisions, statistics, and relevant data.
- Submit a progress report to the School Leadership Team as required.
- Liaise with University Counsellors from across the Dulwich network to improve provision and best practices across the Dulwich group
- Disseminate information about standardized tests such as SAT, ACT, PSAT and help to administer university related exams such as the BMAT, LNAT and others.
- Contribute fully to the wider life of the school as well as the co-curricular activity programme.

SAFEGUARDING STATEMENT.

Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices, which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

All appointments are subject to an interview, identity checks, criminal record checks, successful references, as well as due visa and work permit process as required by Chinese law.