



Role Description

Higher Education and Careers Advisor

NEXUS INTERNATIONAL SCHOOL

Nexus is a privately owned international school in Putrajaya, Malaysia. The student body consists of expats from a large number of countries, members of government departments such as the Ministry of Foreign Affairs, and private fee paying Malaysians; the school roll is expected to grow to more than 800 over the next few years. NISM follows a British flavoured international curriculum, which includes IPC, IGCSE and IB Diploma. Our Boarding House adds to the diversity of our student population. The school is an inclusive environment and has a focus on personalisation of learning. ICT is fully integrated at all levels in the school;

OUR PURPOSE

To educate the youth of the world to take their productive place as leaders in the global community.

OUR MISSION

To be acclaimed by the world wide international education community as a provider of the highest quality international education which is specifically matched to the needs of our expatriate and local students.

OUR CORE VALUES

RESPECTING and caring for each other
being dedicated to a culture of EXCELLENCE
openness in COMMUNICATION
acting with INTEGRITY
being PASSIONATE in what we do
creating ENJOYABLE environments

OUR VISION

Nexus International School, Malaysia will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

At Nexus International School, we promise to:

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

KEY OBJECTIVES OF THE POSITION

To lead the careers and university admission education programme for the secondary school and provide, individual careers and university information, guidance and advice to learners and their parents.

SPECIFIC RESPONSIBILITIES

1. To lead the coordination of advice, guidance and resources to support individuals in planning for post IB studies.
2. To manage all aspects of the HE application process and provide accurate data on higher education applications and destinations.
3. To develop strong working relationships with external HE organisations and advisors, specifically in the UK, USA, Canada, Malaysia and Australia.
4. To facilitate presentations, taster lectures and HE fairs and maintain regular contact with the representatives of colleges and universities worldwide.
5. To plan and deliver the Nexus Careers programme for Years 7-11
6. Provide specific advice to Year 9 and Year 11 learners assisting them in appropriate option choices for IGCSE and IBDP
7. Establish links with local businesses to develop a programme of work experience and internship experiences for older learners.
8. To develop the alumni network and engage our alumni to work with current learners.
9. To deliver professional learning and support tutors and teachers regarding application processes, personal statements, letters of recommendation etc.
10. To ensure appropriate support for learners applying for elite courses
11. To support learners applying for scholarships to university and advise appropriately
12. To provide appropriate advice and guidance to parents

The successful candidate will contribute to the Personal and Social Development programme and may be asked to take on a small teaching load if appropriate to their skills and experience.

PERSONAL SPECIFICATION

Qualifications, training and experience

Required:

- A degree relevant to the post plus teaching or other relevant professional qualification.
- Native speaker level competence in English
- Evidence of continued relevant professional development
- Competence in the use of technology to support learning
- Understanding of the responsibilities of staff with regards to the safeguarding of learners
- A sound and up to date understanding of Higher Education systems and careers education practices

Please note that **a minimum of three years relevant work experience** is required to secure an employment pass for overseas nationals.

Knowledge, skills and abilities:

- A keen interest in the concerns of learners and an understanding of the factors that impact on young people and their decision making abilities
- Excellent presentation skills
- Familiarity with systems such as UCAS and Common Application
- Excellent interpersonal and time management skills
- Flexibility, reliability and excellent organisational skills
- An ability to work collaboratively as part of the pastoral and IB team
- The ability to work with parents over the HE application process

Personal Qualities

The successful candidate will:

- Have excellent collaboration and teamwork skills
- Be a reflective practitioner and a life-long learner.
- Deal effectively and non-confrontationally with learners, staff and parents to positively influence others.
- Be community and internationally minded and want to participate in the wider life of the school