



**HARROW**  
BEIJING

*Leadership for a better world*

## **JOB DESCRIPTION: UNIVERSITY AND CAREERS GUIDANCE COUNSELOR**

### **I. Job Information**

<b>Job Title:</b>	University and Careers Guidance Counsellor
<b>Department:</b>	Upper School
<b>Line Manager's Job Title:</b>	Head of Senior Phase

### **II. Job Specification**

#### **Job Purpose:**

To assist the Head of Senior Phase, US University Counsellor and the Senior Housemasters/mistresses in ensuring that students are guided and advised suitably with regard to university destinations around the world.

#### **Key Tasks and responsibilities**

<b>Key areas of accountabilities</b>	<b>Main duties &amp; responsibilities to support achieving accountabilities</b>
1. Leading the university application process	<ul style="list-style-type: none"><li>• Manage the UCAS process and any other UK applications.</li><li>• Give guidance and assistance to Housemasters/mistresses in use of UCAS.</li><li>• Ensure all UCAS forms are of a high quality and are sent by the published deadlines.</li><li>• Manage Oxbridge entrance exams in liaison with the Head of Senior Phase and the Examinations Officer.</li><li>• Assist US university counsellor as necessary with US applications including applications through the Common App.</li><li>• Assist US university counsellor with administration of PSAT and SAT testing program.</li><li>• Work with the exams officer and the Sixth Form Academic support officer in preparing all university transcripts</li><li>• Assist US university counsellor with applications to universities in all other parts of the world.</li><li>• Co-ordinate the Oxbridge/Ivy League Mentor Program and Practice Interview Program.</li><li>• Manage the UPG (University Preparation and Guidance) Program within (or outside of) the Holistic Studies Program for Year 12 and 13 students.</li><li>• Manage all aspects of the Bridge-U platform including delivering the student induction to the platform (in Year 12) and liaison with the platform providers.</li><li>• Ensure all documents required to support university applications are uploaded by the required deadlines.</li></ul>



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2. Guidance Counselling	<ul style="list-style-type: none"><li>• Hold regular (at least fortnightly) one-to-one guidance meetings with all Year 13 students regarding their university applications.</li><li>• Hold regular (at least monthly) one-to-one guidance meetings with all Year 12 students regarding their university applications.</li><li>• Be available for booking for Careers interviews and university guidance interviews for all students in the Senior Phase using an online booking portal e.g. signup.com</li><li>• Attend SPTC Evenings for senior Phase students (Year 9 to 13) and be available for parental consultation appointments.</li><li>• Ensure that the School Leadership Team and staff are advised regarding international developments regarding universities and Higher Education.</li></ul>
3. Managing the Careers support for students	<ul style="list-style-type: none"><li>• Oversee the implementation of and continue the expansion of the Careers Education Program for Years 9 to 13.</li><li>• Lead and manage the implementation of a work experience program for Senior students for summer 2020.</li><li>• Support Head of Senior Phase in organization Careers Fair and other Careers events.</li><li>• Add comments relating to university/careers pathways to every student "Course Change" document before it is approved by the Director of Studies.</li><li>• Hold a Careers Interview with any student in the Senior Phase as and when they are referred on by Housemasters/mistresses.</li><li>• Lead staff training on Careers Education as necessary.</li></ul>
4. Managing the reference writing process.	<ul style="list-style-type: none"><li>• Attend the weekly Senior Housemasters/Housemistresses meetings as required by the Head of Senior Phase.</li><li>• Manage the reference writing process for staff putting together university references for all UK applications.</li><li>• Ensure that the subject staff and Housemasters/Housemistresses are guided and supported to meet deadlines for writing references.</li><li>• If necessary lead training on writing references for US and other university destinations.</li></ul>
5. Graduation Ceremony, alumni, and other roles.	<ul style="list-style-type: none"><li>• Support the Head of Senior Phase in preparing and conducting the annual Graduation Ceremony.</li><li>• Work with the admissions team to prepare any required "Letters of studentship".</li><li>• Work with the marketing team to promote all university related events.</li><li>• Contribute towards 'Destinations data' for any documents such as BoG reports and 'School Profile'.</li><li>• Work with Director of Admissions to ensure that Alumni data is as accurate as possible.</li><li>• Assist the Head of Senior Phase in the management of expectations and behavior in the Sixth Form Common Room.</li></ul>



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6. University Fairs and other Liaison	<ul style="list-style-type: none"><li>• Meet with parents, where appropriate, and keep all related parties, i.e. Head of Upper School, Head of Senior Phase, Housemasters/mistresses informed of the student's situation.</li><li>• Deliver (in conjunction with the Head of Senior Phase and US university counsellor) PPP sessions to parents relating to University Guidance.</li><li>• Encourage Harrow students to attend twice yearly Beijing International University Fair. Be responsible for hosting the Fair when it comes to Harrow on the next cycle (once every 3 years).</li><li>• Liaise with the university counsellors in the other nearby international schools.</li><li>• Keep up to date with developments in terms of Higher Education and university counselling.</li><li>• Coordinate the program of university talks in school and ensure that these are publicized to students in the Senior Phase.</li><li>• Pass on information to students regarding any relevant external university visits and summer schools.</li><li>• Liaise with visitors from universities around the world and continue to ensure that relations with university admissions officers are productive.</li></ul>
7. Safeguarding	<ul style="list-style-type: none"><li>• To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.</li></ul>

**Key Relationships:**

Internal:

- Head of Senior Phase, US university counsellor, Senior Housemasters and Senior Housemistresses, Director of Student Well-being, Head of Upper School, Deputy Head of Upper School, Examinations Officer, Upper School Academic support officer.

External

- Parents, Fellow university counsellors. University admissions staff.

**Other important features or requirements of the job:**

- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way



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### **III. Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Upholding the Code of Conduct and Harrow Beijing vision</li> <li>• Self-motivated and hard working</li> <li>• Well-organised</li> <li>• High level of creativity</li> <li>• Excellent communication skills</li> <li>• Good ICT skills</li> <li>• Willingness to lead training on university guidance with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn and adapt</li> <li>• Willingness to be involved in working groups</li> <li>• Willingness to offer extra-curricular activities</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Outstanding relationships with students and staff members, which promotes excellence and respect amongst all members of our community.</li> <li>• Ability to work in a way that promotes the safety and well-being of children.</li> <li>• Effective communication and engagement with children and their families.</li> <li>• An excellent knowledge of the UK university system.</li> <li>• An awareness of global employment trends and an awareness of what employers are looking for in young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Open to exploring innovative approaches from across the educational field</li> <li>• Subject knowledge sufficient to challenge able students and achieve high outcomes</li> <li>• Knowledge and understanding of positive disciplinary methods.</li> <li>• Knowledge and understanding of child development and its impact on behavior.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience in a similar guidance role or a teaching role with a large element of Careers and University Guidance.</li> <li>• Experience of the UCAS application system.</li> <li>• Experience of general university guidance for UK destinations.</li> <li>• Experience in liaising with university admissions officers and other stakeholders.</li> <li>• Experience in coordinating or delivering a Careers Education Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an International School context.</li> <li>• Experience of working with Chinese students and liaising with Chinese parents.</li> <li>• Experience of university guidance for non-UK destinations.</li> <li>• Experience of guidance with Oxbridge applicants.</li> <li>• Experience with hosting university visits or University Fairs.</li> </ul>



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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree level qualification.</li></ul>	<ul style="list-style-type: none"><li>• Graduate qualified teacher.</li><li>• Master's level qualification.</li><li>• Evidence of involvement in relevant training.</li></ul>
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### **Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.