

## JOB DESCRIPTION

<b>Job Title:</b>	Senior School Post-Secondary Education Advisor (Academic Counsellor)
<b>Department:</b>	Senior School
<b>Reports to:</b>	Head of Senior School
<b>Summary:</b>	The Counsellor's primary role would be to provide support to senior school students, in particular to help them map pathways to University and their preferred careers.
<b>Values:</b>	<ul style="list-style-type: none"> <li>• Student-Centered Approach: Prioritize individual student needs and aspirations.</li> <li>• Empathy and Cultural Competence: Demonstrate understanding, empathy, and cultural sensitivity.</li> <li>• Ethical Conduct: Uphold high ethical standards, ensuring confidentiality and integrity.</li> <li>• Communication Skills: Effectively convey complex information to students, parents, and colleagues.</li> <li>• Advocacy and Collaboration: Advocate for students and collaborate with stakeholders to ensure holistic support.</li> <li>• Adaptability and Resilience: Be flexible, adaptable, and resilient in addressing challenges.</li> <li>• Continuous Learning: Stay informed, embrace technology, and engage in ongoing professional development.</li> </ul>
<b>Duties &amp; responsibilities:</b>  <i>*but not limited to</i>	<ul style="list-style-type: none"> <li>• Conduct one-on-one counselling sessions with students to explore their interests, strengths, and aspirations.</li> <li>• Assist students in identifying potential career paths and aligning them with their academic and personal goals.</li> <li>• Collaborate with teachers and parents to identify and address academic challenges.</li> <li>• Conduct academic and career assessments to guide students in making informed decisions.</li> <li>• Provide information and guidance regarding college and career options.</li> <li>• Assist students in the college application process, including essay writing and resume development.</li> </ul>



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*Note: The job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.*

	<ul style="list-style-type: none"> <li>• Organize college fairs, career workshops, and informational sessions.</li> <li>• Leading assemblies as required</li> <li>• Working with the Admissions team to ensure successful transition of students into and out of the school</li> <li>• Being an advocate for students</li> <li>• Helping students develop self-advocacy and voice within the school</li> </ul>
<b>Requirements:</b> <i>*The ideal candidate for this role will have the following personal skills, experience, and qualifications</i>	<p><u>Personal Skills:</u></p> <ul style="list-style-type: none"> <li>• Interpersonal and Communication Skills: Excel in building relationships, listening actively, and conveying information clearly to students, parents, and colleagues.</li> <li>• Problem-Solving and Decision-Making: Analyze issues effectively and make informed choices tailored to individual student needs.</li> <li>• Organizational and Time Management: Efficiently manage caseloads, prioritize tasks, and adhere to deadlines.</li> <li>• Emotional Intelligence and Empathy: Understand and respond to students' emotional needs with sensitivity and empathy.</li> <li>• Motivational and Inspirational: Encourage and inspire students to overcome challenges and pursue their goals.</li> <li>• Adaptability and Tech-Savviness: Adapt to changing educational landscapes and leverage technology for effective counseling.</li> <li>• Conflict Resolution and Public Speaking: Resolve conflicts skillfully and communicate effectively in both individual and group settings.</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Relevant international teaching experience counselling</li> <li>• Excellent fluency in English (verbal and written)</li> <li>• Minimum of 3 years teaching experience in a IB world school or equivalent</li> </ul> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• B.A./Master's Degree in Education or other relevant degree or teaching qualification</li> </ul>

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<b>Confidentiality:</b>	To discuss any concerns and issues with school management. To be mindful of what information you send out on social media regarding the school, management and school policies and procedures. To understand that staff and children's data and information is confidential and not to be discussed outside of school. Your contract can be terminated should you breach this confidentiality clause.
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