

LOCATION	British International School Hanoi	
JOB TITLE	Guidance Counsellor (Universities)	
JOB PURPOSE	To provide university guidance to the secondary school students of BIS Hanoi as they progress through secondary school to further education.	
REPORTING TO	Head of Pastoral Care	
DIRECT REPORTS	none	
OTHER KEY RELATIONSHIPS	Head of Secondary; Senior Leader i/c of International Baccalaureate; Head of Sixth Form; parents	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
University Guidance Individual Guidance and Counselling Establish a personal and advisory relationship with Year 10- Year 13 students. Provide guidance on researching universities worldwide; country and university specific application procedures; financial and scholarship opportunities and application processes; gap year planning; strategies for strengthening academic and holistic profiles; feedback on personalised statements; option advice at key transition points when related to career and university entry requirements.		To be agreed with the successful candidate
Group Guidance for Students, Parents and Staff Inform parents about university systems worldwide; plan and deliver information sessions for parents and students about university procedures; provide continuous guidance for Year 12 and Year 13 students in the area of university application; deliver workshops on personal statements; provide information to secondary staff to raise their awareness of the ways to support university applications.		
Relationship with universities, colleges and organisations Organise and host visits from universities Develop and maintain good relationships with university admissions staff Attend university fairs when possible Organise and publicise university fairs		
Administration and Communication Continue the ongoing development of systems to ensure timely writing and delivery of teacher references Keep students and staff informed of all relevant deadlines Make full and effective use of BridgeU, ManageBac and iSAMS to support student applications Manage and track university applications including processing school issued supporting documents Provide reports to Head of Secondary re University destinations		

<p>Other</p> <ul style="list-style-type: none"> Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation Any other appropriate duties as allocated by the Chief Executive Officer 	<p>Valued member of the team and organisation</p>
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PERSON SPECIFICATIONS		
Qualifications/Training		
▪ Degree plus recognised specialist qualification		Essential
▪ Significant counselling experience as either a university guidance counsellor.		Essential
▪ Ability to self manage		Desirable
Experience / Knowledge		
▪ Good working knowledge of secondary education (ideally in an international school)		Essential
▪ Knowledge of international university entrance systems		Essential
▪ Outstanding relationship building skills		Essential
▪ Understanding of IB Structure		Essential
▪ Knowledge of needs of EAL students		Essential
Skills		
▪ Highly organised		Essential
▪ Good presenter		Desirable
▪ Skilled user of management information systems		Essential
Personal Attributes		
▪ Excellent interpersonal skills		Essential
▪ A team player with a willingness to collaborate with and enable others		Essential
▪ High levels of personal integrity		Essential
▪ Excellent organisational and time-management skills		Essential
▪ Attention to detail		Essential
▪ Ability to work under pressure and remain calm		Essential

▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of Humour	Essential
▪ Resilient	Essential

Note

This Job Description gives a broad outline of the tasks responsible. This will be fine-tuned once the appointment is made.

Other Conditions

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Vietnam.