

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION – University Guidance Counsellor

NLCS Dubai is seeking a well-qualified and enthusiastic individual to join our growing Higher Education department. We are seeking a dynamic, energetic, well qualified and highly committed person possessing excellent interpersonal skills as well as a detailed knowledge of university access to the UK and/or USA.

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position:	University Guidance Counsellor
Classification:	Senior School
Reporting to:	Head of Careers and University Guidance

Duties & responsibilities for University & Careers Guidance:	<ul style="list-style-type: none"> • Providing information and guidance to a group of Senior School students (as allocated by the Head of Higher Education) regarding university, careers and post-school pathways (including gap years). • Working with Heads of Departments to ensure that allocated students are in receipt of appropriate support from subject specialists when writing their applications and preparing for interviews. • Working with tutors and the Pastoral Leadership Team and to ensure that allocated students are fully supported throughout the university application process. • Supporting the production and delivery of written guidance, presentations, and workshops for parents and students to support the university application process. • Supporting the organisation of visits by university admissions tutors and other experts as appropriate. • Supporting the organisation of, and attending, student visits to university/careers fairs and similar events.
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	<ul style="list-style-type: none"> Coordinating the production and submission of all relevant documentation for allocated students' university applications. This includes, but is not limited to: application forms, personal statements, sample academic work, transcripts, recommendation letters, references, and the School Profile. Liaising with universities and employers, building relationships with them to facilitate more effective guidance for students. Attending conferences on University Guidance as appropriate. Attending and contributing to parent information sessions, options evenings, and other student/parent events at which expertise on university and careers matters may be required. Supporting allocated students in understanding university admissions requirements and with registration for required, additional tests - EMSAT, SAT/ACT testing policies, UK university admissions tests and additional examinations required by European universities. Ensuring that allocated students take part in mock university interviews and admissions tests, as appropriate. Providing advice to allocated students regarding subject options both for G9-10 and for the IBDP, ensuring that they make appropriate choices in relation to their interests, passions, and ambitions.
Teaching:	<ul style="list-style-type: none"> There is not an expectation that the successful candidate will be a teacher. It may be that the successful candidate has experience of counselling and careers guidance rather than being a teacher of subject. Any teachers successful in securing the role may teach a reduced timetable according to the responsibility and time allocated to the role. Experience in working with University applications and/or careers guidance is essential.
Pastoral Care:	<ul style="list-style-type: none"> Supporting the strong pastoral emphasis within NLCS (Dubai) by acting as an academic mentor to a group of students in need of such support Liaising with and support the Assistant Principal – Heads of House, Head of Sixth Form and VP (Pastoral) in all matters pertaining to pastoral well-being, responsibility, and strategy Working alongside the Assistant Principal – Heads of House and Head of Sixth Form to contribute to pastoral and co-curricular activities that broaden students' experiences and enhance the general life of the school Liaising with relevant colleagues and parents with regards to the monitoring, support, review and well-being of tutees Following the school's policies and procedures regarding pastoral provision
Personal Qualities and Skills:	<ul style="list-style-type: none"> Commitment to high standards and inclusive education Ability to inspire colleagues and pupils Commitment to issues of equity and working with culturally diverse families Commitment to raising the achievement and standards of pupils A good team player Able to work positively and effectively with students and parents, outside agencies and colleagues Exemplary communication skills in English, both verbal and written

	<ul style="list-style-type: none"> • Flexible, inclusive and pragmatic style • High level interpersonal skills • Confident and articulate in communicating with others • Possess good organisational skills, manage time efficiently • Ability to show good cultural understanding and differentiation between students from various backgrounds and abilities • Offer a commitment to extra-curricular activities
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abide by the school safeguarding policy and keep abreast of any change

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise