

## University and Careers Counsellor Job Description

**Department:** Teaching

**Direct Reporting Line:** Head of Inclusion

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**Job Purpose:** To work in conjunction with the Inclusion Department & Secondary Leadership and academic staff, to provide expert university and careers advice and support to students and their parents.

**Key Relationships (Internal and External):** Principal, Secondary Team, Students & Parents

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### Key Accountabilities:

- Make informed decisions and school improvement plans, that are values-driven and based on evidence from effective self-evaluation.

The Universities and Careers counsellor will achieve this through:

- Overall responsibility for designing and implementing a universities and careers counseling programme that meets the requirements of the school and student body and enables students to achieve success when leaving school
  - Establish procedures and time frames to provide students with advice on selecting countries, universities and courses relevant to their future ambitions
  - Maintaining detailed records on student applications, acceptances and destinations and feeding this information back to improve the success of the programme
  - Liaising with Grade Level Leaders, subject teachers and senior leadership team as needed.
- Communicate, build relationships and inspire confidence in all stakeholders

The Counsellor achieves this through:

- Establishing meaningful contacts and building relationships with universities within the UAE and overseas
  - Organise universities fairs and school visits
  - Ensuring that all staff receive the necessary level of training and support with regards to letters of recommendations.
  - Providing a clear channel for parent queries and concerns
  - Contributing to regular discussion forums on topics of interest to parents
  - Playing a full part in all Taaleem Counsellors network
  - Providing regular reports on progress and developments to SLT
- Promote the school through public speaking, social media and through building relationships with external organisations.

The counsellor achieves this through:

- Supporting all relevant transition events
  - Speaking at external events and writing articles for local publications
  - Contributing to official Uptown social media feeds
  - Highlighting, to the marketing department, events and achievements that promote the success of the school
- Effectively deploy resources, in order to maximise opportunities for student success.

The counsellor achieves this through:

- Ensuring that resources assigned to university and careers counselling are effectively and efficiently deployed
- Drive the school to ever improving outcomes for all students, by all measures, including those set out by the UAE National Agenda.

The Counsellor achieves this through:

- Organise and process recommendations for students to higher education institutions and provide assistance with application procedures
  - Establish and administer appropriate testing programmes to evaluate student aptitude and achievement in relation to university and career choices
  - Supporting students, through PSATs, SATs, MSATS and all other pre-university requirements.
  - Ensuring that students are fully prepared for all non-curriculum external examinations and assessments
- Ensure that the school is prepared for all external inspections, evaluation visits and accreditation visits with regard to post 18 pathways.

The counsellor achieves this through:

- Ensuring that staff are familiar with all requirements
- Working with the leadership team to ensure that all internal systems, policies and practices support the school's success in these processes
- Meeting with inspectors and evaluation teams to discuss provision in this area

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### Person Specification:

**Education:** Bachelor's degree in a similar field

**Experience:** 2 year's school-based experience or previous experience working with schools and students in a Universities and Careers Counseling capacity.

**Attributes:**

- Knowledgeable, Reflective, Inquirer, Thinker
    - Empathises with values of the school
    - Student of learning and leading
    - Solutions-focused
    - Believes in the potential of all students
    - Committed to personal development
  
  - Caring and Open-minded
    - Sees leadership as a service to others
    - Internationally-minded and inter-culturally sensitive
    - Sense of humour and humility
  
  - Conscientious
    - Motivated by challenge
    - Resourceful
  
  - Communicator and Risk Taker
    - Communicates effectively to large and small audiences
    - Innovative and creative mindset
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