

Candidate Information Pack
University and Career Guidance Counsellor



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount students learn in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.



Marymount International School, London, is seeking to recruit a dynamic and experienced University and Career Guidance Counsellor for September 2025. The successful candidate will provide outstanding and effective implementation of the School's University and Career Guidance programme, and deliver high-quality careers-related events, workshops and information briefings, so as to help students discern and take ownership of their chosen pathway.

Marymount International School is a friendly and happy school where all members of the community are valued. With ongoing professional development a high priority, Staff who join will enjoy a professional and supportive working environment, with many opportunities for CPD.

Role Responsibilities

- Design and implement systems and structures to facilitate the smooth operation of the University Guidance programme, managing the different systems for UK and all overseas applications and the various deadlines involved.
- Guide students towards 'best fit' courses and institutions that will enable them to thrive.
- Meet with High School parents (Grades 9 to 12) to advise on options available to their daughters and to discuss plans/strategies for next steps.
- Teach students how to approach and write the UK Personal Statement, Common App (USA) essay, supplementary (USA) essays, Japanese, European Personal Statements.
- Provide comprehensive feedback on multiple drafts of Personal Statements to help students to find their own voice and produce an application of which they can be proud.
- Organise and run university/college and career-related workshops for students e.g., personal statement workshops, career related workshops and career day, etc. and utilise advisory sessions as needed.
- Teach PSHEE (Personal, Social, Health, Economic Education) classes to Grade 11 & 12 students, focusing on the university application process and life as a university student including topics such as mindfulness, nutrition, time management, healthy relationships, exam preparation, and development of a growth mindset.



- Collaborate with Chairs of Department and/or subject specialists to develop subject specific enrichment resources and ensure students have subject-specific support during the application process.
- Write university recommendations/references for all Grade 12 students and support applications to summer courses, internships, and work experience with recommendations.
- Support teachers when they need to write subject teacher recommendations for the USA/Japan/South Korea/Spain and coordinate all the letters/help teachers upload, etc.
- Collaborate with the School Administrator on the production of documents pertaining to university applications e.g. Transcripts, Certificates of Attendance, etc.
- Work closely with the Deputy Head (Academic) to monitor academic progress and determine UCAS predicted grades for all Grade 11 students at the end of Semester 2, and to participate in the internal appeals process at the beginning of Grade 12.
- Track university offers/trends and analyse data related to University Counselling.
- Develop new initiatives in response to feedback or areas that need further development.
- Co-ordinate and run mock interviews.
- Provide parent information session on the university admissions processes, admission landscape, transitioning to university, etc.
- Co-ordinate and organise additional support for students e.g. LNAT, UCAT and/or BMAT training opportunities.
- Co-ordinate pre-admissions tests in collaboration with the Assistant IB Coordinator.
- Collaborate with the Philanthropy and Engagement Department on Alumnae talks/career-related events.
- Monitor and keep up to date with changes in the UK, US and other university admissions processes and communicate as necessary to students, staff, and parents.
- Develop and run staff CPD related to University and Career Guidance Counselling.
- Provide support to students in lower Grades to prepare them for making University/ College choices when they start the DP programme.

Academic and Pastoral Support of Students

- Work with the Deputy Head (Academic), Deputy Head (Pastoral), Chairs and Heads of Year to monitor the academic progress and pastoral welfare of students and intervene as necessary.
- Work very closely with the Deputy Head (Academic) on all aspects of academic advisement:
 - Meetings with all Grade 10 students re. IB Diploma choices
 - Meetings with Grade 11 & 12 students and their parents related to academic progress
 - Presenting at induction workshops
- Work very closely with the Deputy Head (Academic) and Heads of Grade 10, 11 & 12 on the transition of students to the next stage of their academic journey.
- Attend a once-a-cycle meeting with the Heads of Grade 11 & 12 and the Deputy Head (Academic) to discuss academic and personal welfare of students and to devise and implement strategies as necessary.
- Work with the Chair of Learning Support (SEND) regarding plans in place to support students with learning needs.

- Support students on IB Diploma results day and throughout the summer as necessary (please note the University and Career Guidance Counsellor is expected to be on campus between 5th and 8th July to support students and families. From 9th July onwards, support can be remote).

Internal and External Communication & Events

- Lead workshops/events related to University and Career Guidance Counselling to demystify the application process e.g. University & College Counselling Evening, USA College workshops, College Transition Event for the Grade 12 students.
- Attend and contribute to the IB Diploma Information Evening.
- Write reports for and attend the Governors Education Committee, three times per academic year and provide updates for SLT and/or Governors upon request.
- Maintain positive relationships with students and their families.
- Keep Marymount community updated about events and activities related to the university application process and careers.
- If requested, attend parent/ teacher conferences and meet with Grade 11 & 12 parents
- Liaise with University Admissions Tutors and organise visits to our campus for individual university visits / group fairs etc.
- Attend conferences/ events/ university campus visits in the UK and overseas (e.g. CIS & IBSCA HE conferences) to develop understanding of different educational systems/ application processes, to network with admissions tutors and colleagues in the profession, and to help raise the profile of the School.
- Attend local University and Career Guidance Counselling circle meetings including the British Independent school London-based group and the local international school group.
- Establish and maintain links with other schools in relation to College Counselling (LNAT/ UCAT/ BMAT training opportunities).
- Liaise with and support the Admissions Team by meeting with prospective and student families, presenting at Open Days and facilitating video calls for those overseas.

School Development

- Attend and contribute to Faculty meetings and Chairs meetings.
- Contribute to strategic discussion, planning and development related to the curricular and pastoral needs of students in Grades 11 & 12, including policy planning, adaptation and implementation.
- Write reports and collate evidence for accreditations, programme evaluations and inspections.
- Proofread reports / letters when needed.
- Contribute towards the strategic vision and direction of the School

General Faculty Responsibilities

A Marymount faculty member is dedicated to educating the “whole child”. She/he is aware of the individual needs of each student and strives to help each student develop her full potential. She/he works with students and is committed to active involvement in the total school programme. She/he co-operates with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed toward her/his own professional development.



A Marymount faculty member is available to students, colleagues and administration during the entire school day.

General Duties

- Participate in any necessary committees required for the implementation and alignment of whole school curriculum.
- Actively supports the mission of the School.
- Follow through on essential agreements and adhere to the established policies, procedures and guidelines of the School.
- Contribute to community building and positive morale by participating actively in the whole school.
- Contribute to the wider life of the school through a club or extracurricular activity.
- Undertake any other duties reasonably required by the Headmistress or Senior Deputy Head.

Professional Development

- Keep up to date with educational needs and effective strategies by means of personal professional reading, attending workshops and conferences.
- Keep abreast of educational research
- Identify and share professional development opportunities aligned with the School's strategic goals.
- Participate in the annual cycle of Professional Review

Discipline, Health & Safety

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.

Staff Meetings

- Participating in all appropriate staff meetings (except where absence from such meetings is expressly agreed with the Headmistress).

The Person

Essential

- Inspirational leader with the ability to motivate and support colleagues.
- A strong team player with flexible leadership style who contributes positively to the wider school community.
- Warm, empathetic, and approachable; builds trust and strong relationships.
- Outstanding written and verbal communication skills.
- Highly organised, with exceptional time management and prioritisation skills.
- Accuracy and attention to detail.
- Calm, confident communicator with excellent verbal and written skills.
- Resilient and reflective, able to manage competing demands while maintaining a high standard of support for students.



- Can demonstrate and has proven experience of dealing with sensitive situations with integrity, tact and diplomacy.
- Professional and friendly demeanour.
- Good IT skills.
- Committed to professional growth and ongoing learning.

Qualifications and Training

Essential

- Degree or equivalent qualification.
- Experience of working in a school environment in a similar role

Desirable

- Experience of working in an IB and International school

Safeguarding

- Committed to safeguarding and promoting the welfare of children and young people.
- Knowledgeable about child protection procedures and reporting protocols.
- Creates safe, supportive, and respectful learning environments for all students.
- Models professional conduct to prevent misunderstandings or misinterpretations.
- Attends all required safeguarding training and adheres to the school's safeguarding policies.

Mission and Ethos

- Strong alignment with the mission, vision, and values of Marymount International School.
- Dedicated to academic excellence within a holistic educational framework.
- Supports and embodies the Catholic ethos and RSHM values of the school.
- Genuinely committed to student wellbeing, character development, and community engagement.
- Willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school.

How to apply

To apply, candidates should complete the School Application Form (available on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Mrs Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: 12 May 2025

Interviews at school: Week commencing 19 May 2025

Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.



Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss).
Start date: 1 September 2025 (with staff inset days at end of August)

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references. Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.

Staff Benefits at Marymount

Enrolment into
pension scheme

Free lunch and
refreshments

Personal
insurance
scheme

Free staff
parking on
campus

School fee
discount
& access to
childcare
vouchers

Ongoing
professional
development

Cycle to work
scheme

Employee
assistance
programme

Use of state-
of-the-art
fitness suite

Apply now!

