

Section 1 Job Details		
Job Title	Career and College Advisor	
Reporting to	Head of Secondary	
Department/Unit	Academic	



Section 2 | Job Purpose
 Assisting students with academic and career guidance based on students needs and qualifications by providing all career related matters, and maintain a comprehensive bank of knowledge around career options in the market. Career Counselors provide individual and group career counseling/job search coaching to students to help them make informed career decisions; explore occupational choices; prepare for an effective job search and connect with collaboration opportunities for students. The Student Career Counselor will support the leadership team of the school and in providing pedagogical and curriculum expertise, aimed at strengthening teaching and learning related to future career.

Section 3 | Key Accountabilities

Main Duties	<p>Career Counseling and Guidance</p> <ul style="list-style-type: none"> ● Student Career Development: <ul style="list-style-type: none"> ○ Assess and identify students' interests, personality traits, values, skills, and potential academic performance to guide them in making informed career choices that align with their aspirations, abilities, and economic needs. ○ Provide students with personalized information on current and future career options based on assessments, helping them explore suitable career paths. ○ Offer advice on technical, professional, and academic education, ensuring students receive comprehensive guidance on their educational and career pathways. ○ Facilitate the exploration of potential occupations by guiding students on how to research and investigate careers aligned with their interests. ● Collaboration with Academic Teams: <ul style="list-style-type: none"> ○ Communicate with academic team members to coordinate interventions, ensuring that career counseling is aligned with students' academic performance and learning goals. ○ Support teachers and students with career-related curriculum and activities, integrating career exploration with academic learning. ○ Provide academic follow-up and assist students who need help managing their studies to stay on track with their academic and career goals.
	<p>Parent and Community Engagement</p> <ul style="list-style-type: none"> ● Parent Communication and Involvement: <ul style="list-style-type: none"> ○ Foster positive relationships with parents through regular communication, such as meetings, newsletters, and school open days, ensuring they are informed and actively engaged in their child's career development. ○ Provide parents with guidance on how they can support their child's career counseling and aspirations, enhancing their involvement in the process. ○ Offer opportunities for parents to engage in career-related events, such as counseling forums, career days, and workshops. ● Community Collaboration and Networking: <ul style="list-style-type: none"> ○ Build and maintain relationships with external stakeholders, such as universities and career professionals, to introduce school programs and invite guest speakers to guide students in their career planning. ○ Establish and maintain networks with student career counselors in other schools to share best practices and collaborate on career development initiatives. ○ Manage positive relationships with the wider community, leveraging extra-curricular activities and partnerships to support career development.
	<p>Career Awareness and Event Coordination</p> <ul style="list-style-type: none"> ● Career Events and Initiatives: <ul style="list-style-type: none"> ○ Organize and coordinate various career-related events, such as career counseling forums, career days, and internships, providing students, parents, and teachers with opportunities to engage with professionals in various fields. ○ Plan and implement the school's participation in career awareness events, job fairs, and other relevant initiatives to expose students to diverse career options. ○ Liaise with universities and other institutions to arrange career pathway presentations and educational programs for students.
	<p>Career and Academic Support Systems</p> <ul style="list-style-type: none"> ● Assessment and Test Facilitation: <ul style="list-style-type: none"> ○ Facilitate the referral of students for standardized tests (e.g., career interest, personality, aptitude, and IQ tests) to aid in decision-making regarding tertiary education and career choices. ○ Build and maintain a comprehensive database of students' academic and career plans, ensuring confidentiality and accurate record-keeping in line with approved standards. ● Individualized Student Support: <ul style="list-style-type: none"> ○ Offer personalized support to students and parents to resolve career-related concerns and ensure that students receive the necessary assistance in working through academic and career challenges.

	<ul style="list-style-type: none"> ○ Provide ongoing academic follow-up for students who require additional support to succeed in their studies and career planning. <p>Administrative and Operational Responsibilities</p> <ul style="list-style-type: none"> ● Documentation and Record Keeping: <ul style="list-style-type: none"> ○ Maintain, update, and manage students' academic and career profiles, ensuring that all records are accurate, detailed, and handled with high levels of confidentiality. ○ Ensure legal compliance and confidentiality in handling student records and career-related documentation. ● Support to School Leadership: <ul style="list-style-type: none"> ○ Undertake additional duties as directed by the Head of Cultural Identity or School Leadership related to career development. ○ Participate in school committees and teams relevant to career and academic guidance, contributing to the strategic development of the school's career counseling programs.
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Specific Duties	<p>Other Responsibilities</p> <ul style="list-style-type: none"> ▪ Maintain punctuality and attendance expectations. ▪ Accomplish assigned tasks and meeting operational deadlines. ▪ Managing general daily administrative activities and ensure the efficient and smooth day-to-day operation. ▪ Replying to inquiries (incoming calls and other correspondence such e-mail enquiries, letters, forms, memo's etc.) and re-directing as required. ▪ Initiate personal professional development plan to increase knowledge and skills, in collaboration with the line manager. ▪ Escalate and reporting all matters to the line manager regularly. ▪ Ensure a well-implemented handover process during staff absences or leaves in the department. ▪ Adhere to all KBZA's policies and procedures including the following: <ul style="list-style-type: none"> a. Job hierarchy (appropriate communication streamlines (internal and external) b. Code of conduct c. Dress code ▪ Attendance Policy (abiding by the working hours and reporting absence, tardiness, or early leave).
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Section 4 | Communications & Working Relationships

Internal	External
<ul style="list-style-type: none"> ▪ All School Staff ▪ Students 	<ul style="list-style-type: none"> ▪ Parents ▪ External Community

Section 5 | Qualifications, Experience & Skills

Qualifications Required	<ul style="list-style-type: none"> ▪ Bachelor's degree, preferably in Career Education/Counselling, Social Work or Education.
Experience Required	<ul style="list-style-type: none"> ▪ 3+ years of experience providing academic and/or career advice to students in UAE.
Job Specific Knowledge & Skills	<ul style="list-style-type: none"> ▪ Knowledge of student counselling techniques. ▪ Knowledge of UAE labour markets. ▪ Leadership Skills. ▪ Relationship Management Skills, including building productive networks within and outside the school ▪ Communication, Negotiation & Conflict Resolution Skills. ▪ Problem Solving Skills. ▪ Change Management Skills. ▪ Knowledge of national and international assessments and examinations, psychometric tests, placement tests (EmSAT, AP, IELTS, TOEFL, UAE EMSAT, MBT etc). ▪ Knowledge of UAE and overseas Higher Education systems and the local, national and international job market demands and trends.

Section 6 | Workload

The standard workweek comprises of a minimum of 37 hours and 15 minutes on campus, from Monday to Friday (excluding the lunch breaks). This timeframe incorporates a dedicated hour for professional development every Thursday. There is an understanding that additional hours may be needed to run the operations of a pilot school.

Section 7 | Approvals

Statements in this Job Description are intended to reflect general duties and responsibilities of the position but are not to be interpreted as totally inclusive.

I hereby acknowledge that it is my responsibility to read, agree, retain a signed copy and deliver as per the job description. I understand that I need to be compliant with any changes in the Khalifa Bin Zayed Al Awal Strategy, Policies, Procedures, etc.

Employee Career and College Advisor		
Name:	Signature:	Date:
Human Resources Manager		
Name:	Signature:	Date: 7-Feb-2024
Reporting to Line Manager Reporting Head of Secondary Reviewed & Approved by		
Name:	Signature:	Date:
Principal/Executive Principal		
Name:	Signature:	Date: