

<b>LOCATION</b>	British International School – Ho Chi Minh City
<b>JOB TITLE</b>	<b>Careers and University Guidance Counsellor</b>
<b>JOB PURPOSE</b>	The College and University Guidance (CUG) Counsellor works in the team who are responsible for all aspects of higher education guidance and applications made by students in the sixth form. They will also provide professional support for staff in all related matters and forge strong working relationships with students, parents and university admissions teams in order to provide the best possible guidance service.
<b>REPORTING TO</b>	Head Teacher (Secondary Campus), Deputy Head Teacher, Senior Careers and University Guidance Counsellor
<b>OTHER KEY RELATIONSHIPS</b>	Students, Parents, Teachers, Head of Sixth Form, IB DP Coordinator

<b>KEY RESULT AREA</b>
<b>Engagement and Interaction – School Ambassador to Internal Community</b>
<ul style="list-style-type: none"> <li>• Promote the values of our Aide Memoire in word and action</li> <li>• Be the first point of contact for both parents and students, and to provide pastoral care for students</li> <li>• Maintain a purposeful and safe learning environment for all students</li> <li>• Promote the general progress and wellbeing of students</li> <li>• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved</li> <li>• Communicate effectively with parents of students, liaising with other staff as appropriate</li> <li>• Contact parents on role specific matters</li> <li>• Contribute to an annual Action Plan</li> <li>• Be involved in the organisation and delivery of secondary events, festivals, House events, assemblies, and Parent Teacher Group (PTG) committees</li> <li>• Contribute to BIS Weekly Updates and Spotlight articles when needed</li> <li>• Maintain high quality displays in areas which support student learning as appropriate to University Guidance</li> <li>• Offer Co-Curricular opportunities that meet the needs of students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools</li> <li>• Be responsible for personal health and safety, and know how to report H&amp;S concerns</li> <li>• Understand staff and department handbooks as well as all policy and guidance documents</li> </ul>
<b>Individual guidance and counselling:</b>
<p>Establish a personalised advising relationship to students in Year 11-13 to offer advice on the full range of university guidance issues including:</p> <ul style="list-style-type: none"> <li>• country specific and individual university application procedures</li> <li>• financial aid information, scholarship opportunities and application procedures</li> <li>• university planning and application procedures for gap-year and National Service plans</li> <li>• university courses best suited to career plans</li> <li>• strategies for strengthening academic and overall profile to ensure best possible applications</li> <li>• individual feedback on personal statements/essays/resumes etc</li> </ul>

- Provide advice to Year 9 and Year 11 students about appropriate IGCSE and IBDP options

#### **Group guidance for students, parents and staff**

- Inform students, parents and staff about university systems worldwide
- Plan and deliver information sessions for parents about university destinations and application procedures
- Provide guidance for Year 12 and 13 students through the university application process via group sessions
- Deliver workshops on personal statement, college/university essay writing or other useful skills
- Provide guidance for Year 11 students on preliminary university exploration and university/course implications of their IB choices via group sessions
- Participate in the advising process to support Year 9 students in their IGCSE subject selection
- Provide information and presentations to Secondary staff to raise awareness in matters relating to Higher Education and student subject choices

#### **Relationship with universities, colleges and organisations**

- Host visits from universities throughout the school year
- Develop and maintain ongoing relationships with university representatives to better advocate for the students
- Attend HCMC-based University fairs when appropriate
- Attend HCMC-based University information sessions where appropriate
- Maintain and develop contact with university admissions and liaison officers
- Maintain and develop relations with British Council and various consulate staff responsible for university promotions for their countries
- Develop professional relationships with post-holders in other NAE and FOBISIA schools
- Contribute to FOBISIA conferences where appropriate
- Organise and publicise university fairs for students and parents

#### **Administration and communication**

- Continue the ongoing development of systems to ensure timely writing and delivery of teacher references
- Keep students and staff informed of relevant deadlines and support them through the varied application process for multiple university destinations
- Make full and effective use of BridgeU, ManageBac, iSAMS and Concourse to support and manage student applications
- Manage and track university applications made by students, including processing school-issued supporting documents, following up with university representatives and troubleshooting as needed
- Inform students, parents and staff about on and off campus events, university information opportunities, deadlines and other relevant tertiary information
- Make counsellor recommendations for allocated students and manage the production of high quality subject teacher letters of recommendation
- Write and check UCAS and other references
- Assist the Senior CUG post holder in coordinating the collection of predicted grades for university application purposes
- Assist in developing alumni records and support development of the Alumni community in partnership with the Admissions and Marketing team

- Present to parents at options evenings and other school events as required

Any other reasonable task assigned by the Principal or Head of Campus.

#### PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

<ul style="list-style-type: none"> <li>• Hold a Degree and recognised specialist qualification</li> <li>• Considerable experience as a University Guidance Counsellor</li> <li>• Outstanding communication and presentation skills</li> <li>• Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all students through classroom organisation, differentiation and learning strategies</li> <li>• Knowledge of IGCSE and IBDP programmes</li> <li>• Knowledge of needs of students with EAL in the mainstream</li> <li>• High level of IT competence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• 3 years experience of teaching</li> <li>• International Experience</li> <li>• Familiarity and competent user of SIMS/ISAMs, ManageBac and BridgeU</li> <li>• College Counselling Qualifications (e.g. UCLA Counselling Certificate)</li> </ul>	Desirable

#### Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### Other

- 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.
- A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required