



## **MSF Job Description University Guidance Counsellor**

Metropolitan School Frankfurt is a true international school and preschool with German Roots. Our language of instruction is English, taught by university qualified native speakers, offering whole day schooling to over 750 children from 55 countries.

Our quality international programme of study develops students into responsible, balanced, lifelong learners with inquiring minds and strong academic skills, who are fully prepared to shape the future of our changing world.

Teachers and staff members of Metropolitan School Frankfurt gGmbH (MSF) should promote positive interaction with students, acting as responsible role models for young people in accordance with both the school and the International Baccalaureate Organisation (IBO) philosophies. They should demonstrate the attributes and attitudes that are promoted by MSF and IBO.

MSF is currently recruiting for a **University Guidance Counsellor**. The position will be a full-time one to include coordinating the Grade 10 Work Experience programme and teaching our UniG class, which meets once per week, in grades 10 through 12. Applicants should possess a Bachelor or Masters degree, at least two years of relevant experience, excellent communication skills and a sense of humour. A passion for working with Secondary School students is a key requirement for these positions.

Applicants should be able to articulate how they are able to **inspire** their students, offer **outstanding** lessons and **contribute positively** to school morale and the MSF staff and parent community.

### **Specific position requirements:**

The University Guidance Counsellor provides coordination and guidance for Metropolitan School Frankfurt's (MSF) students in Grade 10 and above. S/he embraces the MSF Mission Statement and strives to implement it through his/her coordination and guidance of the students.

MSF is a non-selective international school catering to the needs of the international community of the wider Frankfurt and Rhein Main area.

The specific tasks and responsibilities of the University Guidance Counsellor include:

- Collaboratively work with the Secondary School Principal to create a university guidance program for students and parents
- Ensure that students have an active and engaged role in developing their university choices
- Engage with all students, in Grades 10-12, to build a purposeful academic and personal profile for each individual student
- Develop and lead collaborative staff professional learning about the university admissions process
- Research and communicate all university guidance policies effectively to all members of the school community
- Ensure that school transcripts are all prepared, available and distributed appropriately and write appropriate, supportive, professional college references, as requested
- Communicate and liaise regularly with parents (such as workshops, information sessions, newsletters, individual meetings), ensuring the community has the opportunity to learn about university guidance, and are conversant with universities' expectations



- Analyse and evaluate, with the IGCSE and IB Team, student performance data and take appropriate action in support of effective university guidance
- Ensure a comprehensive record of university applications and outcomes is maintained and shared appropriately.

In addition to having strong listening and speaking skills, you must be able to coordinate your actions with others, negotiate, instruct and persuade. This skill set will facilitate your interactions with students and colleagues, as well as with members of other departments in your organisation.

We offer a competitive salary, financial assistance with relocation, flights and VISA process, the opportunity to work in a dynamic and friendly environment with internal and external professional development opportunities.

Please send a complete application including a cover letter, CV, and a recent photograph to [careers@m-school.de](mailto:careers@m-school.de)

Metropolitan School Frankfurt