

## UNIVERSITY COUNSELLOR JOB DESCRIPTION

<b>Job Title :</b>	University Counsellor
<b>Line Manager:</b>	Head of Careers and University Guidance

### Purpose of Job

To work in conjunction with the Careers Department, Sixth Form leadership and academic staff, to provide expert university and careers advice and support to students in Years 9 to Year 11 and Sixth Form, and their parents.

### Duties and Responsibilities

#### Specific Responsibilities

- Help the Sixth Form team manage a significant part of the university applications processes and to assist/advise students with their applications worldwide
- Support students in their preparation of personal statements, personal essays and support for students
- Be involved in meeting university representatives and other external agencies and, where required and work alongside members of the careers department in organising university presentation sessions, fairs, workshops for students and parents
- Help in the delivery of a planned programme of lessons and activities for university guidance and applications throughout Years 9 to Year 13 delivered through the tutorial, enrichment and careers guidance programmes
- Work as part of a team delivering a planned programme of lessons and activities for careers in Year 10 and Year 11 delivered through the Futures Programme
- Teach a small number of lessons in an area of specialism
- Support the Sixth Form team in maintaining a high quality and accessible careers library, building on the existing resources, particularly computer-based and internet material, advertise current information to students and parents and keep up to date with changes in university admissions
- Support in giving presentations to parents at appropriate points in the calendar, and proactively organise meetings with individual parents as required
- Consult and collaborate with Sixth Form tutors, faculty staff and boarding staff, concerning university advice and applications and offer support to staff and students
- Support in the provision of training sessions for staff on Personal Statement writing and reference writing and be supportive to staff who require assistance and guidance in these areas
- Support Sixth Form students in preparation for highly competitive courses through the activities programme and Sixth Form enrichment
- Develop a keen understanding of world-class universities, their target student demographic and scholarships opportunities

### Other Responsibilities

- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

### Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS preferred but not essential
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of pupils
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.



## University Counsellor

**Reporting to:** Head of Careers and University Guidance

**Timetable Remission:** 3-4 hours per week depending on form tutor responsibilities

### About the Department

A successful, collegial department working very closely with the Sixth Form Team, we provide comprehensive careers and university guidance provision from Year 9 – Year 13. The majority of Harrow Bangkok students go on to study a wide variety of courses at competitive universities across the world, including North America, Australia, Japan and Thailand, with the UK remaining the most popular destination. We work closely with pastoral staff and academic departments to ensure students are fully supported. Delivery of support provision may include through the Tutorial Programme, Careers Profiling, Sixth Form Uni-Prep Curriculum, workshops and 1:1 guidance. We have strong relationships with universities, welcoming a large number to visit each year, and hosting many academic lectures. The department is well resourced in a newly purpose built careers area within the Sixth Form Centre. Members of the Careers and University Guidance Department are allocated a significant timetable reduction to support them in this role. Applicants should be able to teach an academic subject at IGCSE/A Level. We are a forward thinking and well supported department that continues to develop and expand. As a new member of the department, you will have the opportunity to identify and develop growth areas, with a variety of CPD opportunities.

### Department staffing

We currently have 3 full time counsellors including the Head of Department, a university counsellor and a Year 9-11 specialist and are supported with university applications by the wider Sixth Form team.