



University Guidance & Careers Counsellor in the Senior School

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

We require a colleague with a teaching background in Secondary, and a highly experienced University Guidance Counsellor to join a busy and effective team in giving advice and guidance to students and their parents about Post 16 Pathways (A level and IB), University, Higher and Further Education course choices and career options. The Candidate must also be confident to lead, in conjunction with the team, information sessions and workshops for parents and students on systems such as UCAS, and the Common App, international university applications and post-results procedures, as well as contribute to the faculty's resources. A knowledge of the British education system and international applications in North America would be an advantage.

Key Responsibilities

Generic Responsibilities

Management of students:

- To promote strategies which develop the competence and confidence of every student when seeking GCSE options/Post 16 Pathways/ university/careers guidance; and
- To record meetings with students and parents to GCSE options/track Post 16 Pathways/ university/careers guidance and advice.

Management of resources:

- To help create, develop and manage a comprehensive and teenage-friendly Careers and Guidance Resource and Information Centre.

Planning and development

- To keep abreast of current developments in the field of Careers and Guidance; and
- To consider such developments in the context of the school's philosophy for the curriculum as a whole.

Monitoring and Evaluation

- To analyse and interpret relevant school data to inform policies and practices.
- To have knowledge of and experience with Naviance, including e-docs.

SPECIFIC RESPONSIBILITIES WHICH MAY APPLY

- To provide information, advice and guidance to students and their parents about GCSE options/Post 16 Pathways/University/Higher/Further Education course choices and career options
- To support the 6th Form team in preparing and guiding students through the UCAS applications process, in particular INSET on reference writing.
- To assist with the Silver and Golden Ticket process through isams.
- To offer face to face guidance on and around IB and A Level results day.
- To develop relationships and liaise with Universities and Colleges of Higher Education, visiting academics, business and industry speakers and HE contacts in Singapore and internationally.
- To work with various local and overseas agencies and contacts to ensure accuracy of advice with regard to university applications.
- To help maintain and develop online careers information through the school portal.
- To help with the development and integration of careers literacy and guidance into the PSHCE curriculum through liaison with the Head of University Guidance and Careers / Head of PSHCE.
- To help with the process of preferences analysis, psychometric testing and follow-up interviews.
- To help with the organisation of careers and higher education events for students and parents, including visiting speakers/university admissions officers
- To develop and provide communications to support careers services' initiatives.
- To assist in coordinating the 5 day work experience programme for Y10 students and assist with placements for Yr11-13 students.
- To help manage the two Oxford interns in the first half-term of Term 1

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate.

Remuneration and Benefits package

Annual Salary (Academic Year 2018 – 2019)

Gross salary: **S\$101,000 - S\$112,000** per annum (including TTS allowance, one month's bonus and gratuity).

Maximum initial placement at Point 8.5, on a scale of up to Point 13.

Allowance for positions of responsibility (S\$600 – S\$1,600 per month).

Benefits

Housing allowance (for overseas recruited only).

Home leave passage (every 2 years) (for overseas recruited only).

Full School fees subsidy (for overseas recruited only).

School fees subsidy of up to 50% (for locally engaged).

Medical benefits

Inpatient and outpatient medical coverage for staff & eligible dependents (for overseas recruited).

Inpatient and outpatient medical coverage for staff (for locally engaged).

Dental allowance.

One-time benefits for Arrival and/or Departure (for overseas recruited)

Settling-in allowance.

Inbound flight for staff and eligible dependents.

Leaving flights for staff and eligible dependents.

Baggage allowance for leavers.