

LOCATION	Nord Anglia Chinese International School Shanghai
JOB TITLE	University Guidance Counsellor
JOB PURPOSE	As a collaborative colleague, you will be an important part of our team who can offer students the very best guidance to support their university aspirations. Working alongside students, parents and teaching staff you will be able to form strong relations with university admissions tutors and representatives. You will have a good understanding of the university application procedures for the UK, USA, Canada and Australia and be able to develop an understanding of the procedures for many other countries. You will possess a good knowledge of IBDP. You will be able to lead the careers education curriculum and the ability to teach such as PSHE would be an advantage.
REPORTING TO	Heads of Secondary
OTHER KEY RELATIONSHIPS	Academic Leadership Team; IBDP Coordinator
KEY RESULT AREAS	
<p>Teaching and Learning</p> <ul style="list-style-type: none"> Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained, and the best use is made of contact time. Use methods which will engage stimulate students' intellectual curiosity, including the use of effective questioning, clear presentation and effective use of resources. Set high expectations for students' behaviour, establishing and maintaining a good standard of behaviour management in accordance with the rules and behaviour policy of the school. <p>Planning Expectations</p> <ul style="list-style-type: none"> Identify clear objectives, content, structures and sequences appropriate to the needs of the students. Seek out and implement new ideas and innovative practice to raise achievement Set appropriate expectations for students' and help them meet expectations and deadlines. Identify students who may require additional support and know where to get help in order to give positive and targeted support. Develop and maintain data systems to record, track and communicate student progress and outcomes. <p>Assessment and Evaluation</p> <ul style="list-style-type: none"> Assess student's achievements and progress in accordance with agreed policies and procedures. Implement methods to evaluate how well objectives are/have been achieved and adapt future guidance accordingly. Monitor and report students' performance and outcomes providing constructive feedback. <p>Relations with Parents and the Wider Community</p> <ul style="list-style-type: none"> Prepare and present informative reports and workshops to parents in a professional manner. Facilitate parental engagement by providing details of how parents can assist their children. <p>Managing and Developing Relations within the School</p> <ul style="list-style-type: none"> Interact with academic and administrative colleagues to establish productive working relationships. Contribute to meetings, discussions and systems to facilitate the smooth running of the school. Participate in school activities as required. <p>Managing Resources</p> <ul style="list-style-type: none"> Select appropriate resources to support students in achieving objectives. Ensure resources are managed appropriately both within classrooms and shared resource areas. <p>Managing own Performance and Development</p> <ul style="list-style-type: none"> Take responsibility for your own professional development. <p>Pastoral Duties</p> <ul style="list-style-type: none"> Regularly support high school students through both structured and unstructured interaction. Promote the general progress and well-being of students. Liaise with the Head of Secondary and other key personnel to ensure the implementation of the school's pastoral system. Contribute to the preparation of Self-evaluation plans and Development Plans for your area. Communicate, as appropriate, with parents and the wider community. 	

Extra-Curricular Activities <ul style="list-style-type: none"> Support the life of the school beyond the classroom. Lead one or more agreed after school activities each week. Participate in residential weeks and other trips as appropriate. Contribute to whole school learning initiatives.
Other Professional Requirements <ul style="list-style-type: none"> Have a working knowledge of teachers' professional duties. Operate at all times within the stated policies and practices of the school. Inspire trust and confidence in students, colleagues and the wider school community. Build team commitment with colleagues and engage and motivate students. Promote the wider aspirations and values of the school.

PERSON SPECIFICATIONS	
Qualifications/Training	
<ul style="list-style-type: none"> Hold a recognised qualification and/or considerable experience as a University Guidance Counsellor 	Essential
<ul style="list-style-type: none"> Qualified Teacher status with a minimum of five to seven years teaching experience 	Desirable
<ul style="list-style-type: none"> Held a leadership post for a minimum of two years 	Desirable
Knowledge/Skills	
<ul style="list-style-type: none"> Ability to teach associated content skills including research and PSHE 	Essential
<ul style="list-style-type: none"> Knowledgeable of world class curriculums including IBDP and International curriculums and associated assessment methods 	Essential
<ul style="list-style-type: none"> Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all learners through organization, differentiation and learning strategies 	Essential
<ul style="list-style-type: none"> Competent ICT user 	Essential
<ul style="list-style-type: none"> Familiar with iSAMS, Managebac, and BridgeU 	Essential
<ul style="list-style-type: none"> Overseas experience 	Essential
Personal Attributes	
<ul style="list-style-type: none"> High levels of personal integrity 	Essential
<ul style="list-style-type: none"> Excellent organisational and time-management skills 	Essential
<ul style="list-style-type: none"> Attention to detail 	Essential
<ul style="list-style-type: none"> Ability to work under pressure and remain calm 	Essential
<ul style="list-style-type: none"> Willingness to take on multiple tasks 	Essential
<ul style="list-style-type: none"> Self-motivated and enthusiastic 	Essential
<ul style="list-style-type: none"> Ability to work independently & collaboratively 	Essential
<ul style="list-style-type: none"> Ability to communicate with confidence across diverse audiences and situations 	Essential
<ul style="list-style-type: none"> Ability to build strong relationships with parents and students 	Essential
<ul style="list-style-type: none"> Continually strive for improvement 	Essential
<ul style="list-style-type: none"> Adaptability 	Essential

OTHER CONDITIONS

Compliance with visa requirements for working in China.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our students irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.