

Higher Education Counsellor/ Assistant Higher Education Counsellor

(This is a re-advertisement. Those applicants who have applied before need not apply again.)

We are seeking an experienced Higher Education counsellor or Assistant Higher Education Counsellor to join an experienced and high-performing team providing advice and guidance to our international body of students (and their parents) as they apply to universities around the world.

This is a replacement position as one of our Team returns to the UK. It is not a teaching position although applications from suitably qualified teachers are welcome and there will be many opportunities to interact with young people, both one-to-one and in groups. Applicants should have significant experience of Higher Education counselling, preferably dealing with applicants to more than one geographical destination and have an established network of admissions contacts. **For the Higher Education Counsellor position, a bachelor degree plus a Certificate or Diploma in College Counselling/Counselling is required.** School experience would be an advantage but we welcome applicants from other backgrounds who are able to demonstrate sufficient knowledge of the school context. Experience of the North American Higher Education system would also be an advantage (but is not essential).

South Island runs three Diploma programmes: the IB Diploma Programme: the IB Careers Related Programme and a South Island Diploma for students with individual needs. There are around 350 students in Years 12 and 13. Our counselling team needs to be aware of the needs of students on all three pathways and be able to offer the very best advice about destinations and appropriate institutions as 'stretch', 'secure' and 'safety' targets.

Our Counsellors are very 'hands-on' with students and build good relationships to foster a spirit of trust and open communication. The successful candidate will be open minded and willing to learn, fluent in English with a high level of literacy (dealing with references, recommendations, essays and personal statements is a key area). The ability and confidence to address large audiences of students, parents and fellow professionals is also essential. Above all, we expect our Counsellors to like young people and to engage them with patience, care and good humour.

General responsibilities will include* to:

(*Subject to change depending on appointment as Higher Education Counsellor or Assistant Higher Education Counsellor)

- conduct individual interviews with a caseload of students (and, where appropriate, their parents) in Year 11, 12 and in Year 13 focusing on their Higher Education plans and applications.
- develop close working links with designated Heads of House and the Director of Post 16 Learning
- work with the Careers Team in preparing school supporting materials for students' HE applications. This includes the preparation and/or proofreading of references and recommendations.

- assist the Head of Careers in liaising with and organising meetings of HE representatives, students and parents and take responsibility for presentations on specific destinations as specified by the Head of Careers.
- work with the Careers Team in the production of materials for the Higher Education guidance programme, the selection of resources for the Careers Centre and in the development of materials on the Careers Department website.
- work with the Learning Support department to offer appropriate guidance on pathways after school to Learning Support students.
- undertake tasks as reasonably directed by the Head of Careers

Specific responsibilities

These tasks will be customized to fit the strengths of the successful applicant and will vary according to the Higher Education Counsellor/Assistant Higher Education Counsellor appointment but are likely to include:

- working on the SIS Careers online presence
- working with Heads of designated Houses to providing learning mentoring/study skill support in parallel with HE counselling to a small agreed target group of students
- developing coaching skills to a practitioner level and using those skills as appropriate in caseload interactions
- working with the Vice Principal in charge of the Pastoral Learning Curriculum (PLC) to further develop and embed stronger HE related modules preparing the groundwork for post 16 counselling support.
- reviewing how the Evidencer portfolio software can be used to capture learning/information arising from the PLC modules to build students' 'stories'
- working with Head of InterD to consult on how Careers related learning might play a role in the Year 7-9 programme
- assisting with the planning of any HE/Careers PTA information events
- taking responsibility for the planning and organization of the Year 11 Work Experience Week
- taking responsibility for the HE assessment/induction of students (and their families) in Years 11 and 12 arriving new to the school
- assisting with the administration and supervision of SATs as required by the Head of Careers
- liaise with and, where appropriate, provide training to teaching staff to support student post 18 plans

Contract Terms

1. The Higher Education Counsellor post is offered on a two-year contract basis which is renewable and includes a terminal gratuity. The counsellors follow school term times but are required to be available for specified periods during the school holidays (for example

at examination results time). There will be occasions when attendance at evening events is required and there is an expectation that the candidate will be able to join overseas Higher Education tours that occur largely during school vacation times.

2. The Assistant Higher Education Counsellor post (for candidates without a Certificate or Diploma in College Counselling/Counselling) is on a permanent support staff contract which will be full or term-time only (plus some agreed school holiday days) by negotiation and includes full medical and dental benefits. **Candidates must hold a visa to work in Hong Kong, either as a permanent resident or possess a valid visa to work in Hong Kong.** The School will be willing to support training towards a Certificate or Diploma in Counselling.

South Island School is a happy school and a really successful school. In our philosophy, our aim is to 'make a difference' and we ask students to develop their thinking about how they do this in their own lives, in their community and in the context of global citizenship. If you are keen to develop your career within a highly successful school and as a part of a Foundation that contains more than 1,000 teachers (with all of the associated professional development opportunities that this brings) and if you are prepared to be creative, inventive and open-minded in your approach to counseling – this is the School for you! We hope you will want to come and join us.

Please submit your applications via ESF online recruitment system at <http://recruit.esf.edu.hk>

Closing Date: **Tuesday 20th June 2017 midnight Hong Kong time**

We regret that we will only be able to contact applicants who have been selected for the long listing process. Interviews will take place before 30th June.