

# Haileybury Almaty

## I. Key information

<b>Job Title:</b>	Senior School US Universities Admissions Counsellor
<b>Department:</b>	Senior School
<b>Line Manager's Job Title:</b>	Senior School Deputy Head

## II. Job Specification

<b>Responsible to:</b> To support the school in providing US University Admission Counselling services to pupils, staff, governors and parents.	
<b>Key Tasks and responsibilities</b>	
Key areas of accountability	Main duties & responsibilities to support achieving accountabilities
US University & College Counselling:	<ul style="list-style-type: none"> <li>• To work with Senior School, primarily Sixth Form pupils, to understand their personal, academic and financial backgrounds so as to advise them on their options.</li> <li>• Meet pupils and parents to plan college admission application and develop a recommended list of colleges to match individual student aspiration and capability.</li> <li>• Assist pupils with financial aid applications and the search for grants and scholarships</li> <li>• Counsel students and parents for entrance exam preparation (e.g. SAT, ACT) and dates for application of the same.</li> <li>• Provide coaching to pupils for the writing of college essays by reviewing and editing.</li> <li>• Write references and counsellor letters of recommendation for all students who apply to university.</li> <li>• Help teachers draft letters of recommendations, when required.</li> </ul>
Education and Guidance	<ul style="list-style-type: none"> <li>• Organise talks for Senior School pupils to help them understand career and college options.</li> <li>• Develop and deliver presentations to parents and pupils on the college admission process.</li> <li>• Aid students to create CVs through review and editing.</li> <li>• To coordinate with relevant school departments and Almaty education organisations to organise student talks and interactions.</li> <li>• Assist pupils with university interview preparation.</li> <li>• Assist pupils with locating and applying for summer programme</li> </ul>

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	opportunities.
Other	<ul style="list-style-type: none"> <li>● Provide supporting documentation, e.g. transcripts, mid-year reports, proof of graduation and predicted grades to universities;</li> <li>● Maintain contact with universities and seek out potential cooperative programmes with Selective Universities;</li> <li>● Work with the Counselling Team as assigned;</li> <li>● Track pupils' university placement data across all institutions. Ability to run effective systems for tracking, recording and conveying important data, information and school documents in support of students' educational goals and university applications</li> <li>● Strong organizational and reporting skills including documenting student progress and post-secondary application progress;</li> <li>● Maintain communication with parents and pupils regarding university preparation.</li> <li>● Assist with other departmental duties as assigned</li> </ul>
Welfare	<ul style="list-style-type: none"> <li>● Communicate and consult with key stakeholders, including parents.</li> <li>● Support staff in adhering to policies and procedures</li> <li>● Participate in, and document, meetings for any of the purposes above.</li> <li>● Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities.</li> <li>● Follow Haileybury Almaty policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction</li> </ul>
Extra-curricular	<ul style="list-style-type: none"> <li>● Supervise and coach pupils in the Co-Curricular Activities (CCA) programme and the co-curricular sports and performing arts programmes as directed by the Head</li> <li>● Raise the profile of US admissions within the school using displays, the newsletter and website, trips, assemblies, Parent Participation Programme (PPP) internal and external competitions / events and any other means possible</li> <li>● Contribute to SS curriculum activities and events.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>● Participate in the annual Professional Performance Review</li> <li>● Participate in school-wide CPD initiatives.</li> <li>● Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications.</li> <li>● Seek advice from line managers with regard to professional development and career paths.</li> </ul>
Safeguarding Health & Safety	<p>Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.</p> <ul style="list-style-type: none"> <li>● Promote and safeguard the welfare of children and young persons for</li> </ul>



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	<p>whom you are responsible and with whom you come into contact;</p> <ul style="list-style-type: none"> <li>• Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere;</li> <li>• Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.</li> <li>• Report all causes for concern to the Designated Senior Lead;</li> <li>• Provide thorough risk assessments as required prior to activities and trips.</li> </ul>
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## III. Relationships

### Key Relationships:

#### Internal

- Head
- Whole Deputy Head
- Senior School Deputy Head Pastoral & Academic
- Pupils
- Heads of Faculty/Department
- Academic Support Team
- Director of Sport and Head of CCAs
- School Leadership Team
- Specialist Teachers

#### External

- Parents Governors and other educational advisers

### Other important features or requirements of the job:

- Work closely with the School's leadership team to ensure effective implementation of the School's strategic plan
- Attendance at camps, expeditions, parent information evenings, community events
- Representing the school at official functions as and when requested by the Head
- Teaching load as required and specified by Head
- Lead by example in all professional matters ensuring that all teachers and pupils observe matters such as dress, punctuality and mutual support
- Contribute to the development of the overall Haileybury Almaty vision and ensure that pupils, staff and parents all understand and subscribe to that vision
- Be available to advise academic staff and individual pupils, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that pupils' progress is maintained in an effective way

## IV. Person Specification

	Essential	Desirable
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Upholding the Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn and adapt</li> </ul>

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	<ul style="list-style-type: none"> <li>and Haileybury Almaty vision</li> <li>• Self-motivated and hard-working</li> <li>• Well-organised</li> <li>• Creative</li> <li>• Willingness to offer co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be involved in working groups</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience and knowledge of the U.S. post-secondary application process, especially with Selective Universities and Financial Aid</li> <li>• Outstanding relationships with pupils and staff members</li> <li>• Ability to work in a way that promotes the safety and well-being of children.</li> <li>• Effective communication and engagement with children and their families.</li> </ul>	<ul style="list-style-type: none"> <li>• Contacts and established relationships with Selective University admissions recruitment groups (CIS, Linden, AEO) and individual admissions representatives;</li> <li>• Prior experience with and current membership in the International Association for College Admission Counseling (IACAC);</li> <li>• Open to exploring innovative approaches from across the educational field</li> <li>• Knowledge and understanding of positive disciplinary methods.</li> <li>• Knowledge and understanding of child development and its impact on behaviour</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience in a British /International School</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• US Degree or Masters qualification or international equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in School Counselling or a related field.</li> <li>• Evidence of involvement in relevant CPD</li> </ul>