**Post**

University Guidance Counsellor

**Reports to**

School Director

**Works closely with**

Principal CBSE

Principal IBDP/IGSE, Professional and Curriculum Development

**Line Manages**

University Placement Cell

**Job Purpose**

* Provide students the very best guidance to support their university aspirations.
* Work alongside students, parents and teaching staff
* Develop strong relations with university admissions tutors and representatives raising awareness of GGS and its students
* Communicate the university application procedures for the UK, USA, Canada, Europe and Australia as well as India and support and mentor students in these applications.
* Lead the careers education curriculum
* Manage the University placement cell
* Develop staff in their capacity to support Students in their aspirations for University Education
* To further develop the University Guidance provision in line with the School Improvement Plan

**Key Responsibilities**

* Lead the University Placement Cell
* Survey interests of students and parents with regards to university options

● Manage and support Grade 11 and 12 students throughout the university application process includingresearch, application completion, and all other aspects while meeting all deadlines

 ● Schedule meetings with students and parents on an ongoing basis with regards to university applications

 ● Suggest a wide range of universities for the student to explore in keeping with their interests and academic record

● Build an appropriate list of universities for application, including reach, target, and safety schools for each student

 ● Guide and develop staff in writing recommendation letters

● Facilitate appropriate communication between students and staff regarding letters of recommendation or other requirements

● Ensure that students have scheduled appropriate standardised entrance exams and tests

● Assist with financial aid and scholarship applications as applicable

● Ensure that applications have been submitted with honesty, integrity, and thoroughness, genuinely reflecting the character of the applicant

● Build and maintain relationships with university admissions officers

 ● Conduct student and parent information sessions on a regular basis regarding universities and the application process

● Develop and maintain an accurate Secondary School Profile for each of the two campuses

●Schedule university representatives to visit GGS

● Attend Counsellor Visits hosted by universities

● Attend university and careers counselling conferences and other professional development workshops and activities

* Contribute to the School Improvement Plan

**Person Specification**

* Bachelor of Arts or Education - essential

Recognised Qualified Teacher/counselor Status = essential

* Hold a recognised qualification and/or considerable experience as a University Guidance Counsellor - essential
* 2 plus years teaching experience or in a counseling environment – essential
* Experience of teaching/counselling overseas – essential
* Sense of humour and adventure - essential
* 3 checkable references including most recent employer - essential