

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

PARTICULARS

Job Title	University & Careers Guidance Counsellor
Classification	Counsellor
Reporting to	Head of University & Careers Guidance

DUTIES & RESPONSIBILITIES

University & Careers Guidance

1. Providing information and guidance to a group of Senior School students (as allocated by the Head of UCG) regarding university, careers and post-school pathways (including gap years).
2. Working with academic HoDs to ensure that allocated students are in receipt of appropriate support from subject specialists when writing their applications and preparing for interviews.
3. Working with tutors and the Pastoral Leadership Team to ensure that allocated students are fully supported throughout the university application process.
4. Supporting the production and delivery of written guidance, presentations and workshops for parents and students to support the university application process.
5. Supporting the organisation of visits by university admissions tutors and other experts as appropriate.
6. Supporting the organisation of, and attending, student visits to university/careers fairs and similar events.
7. Coordinating the production and submission of all relevant documentation for allocated students' university applications. This includes, but is not limited to: application forms, personal statements, sample academic work, transcripts, recommendation letters, references and the School Profile.
8. Liaising with universities and employers, building relationships with them to facilitate more effective guidance for students.
9. Attending conferences on University Guidance as appropriate.
10. Attending and contributing to parent information sessions, options evenings and other student/parent events at which expertise on university and careers matters may be required.
11. Supporting allocated students in preparing and registering for university admissions tests including, but not limited to, PSAT, SAT, ACT and UK university admissions tests such as the BMAT and MAT.
12. Ensuring that allocated students take part in mock university interviews and admissions tests, as appropriate.

13. Providing advice to allocated students regarding subject options both for G9–10 and for the IBDP, ensuring that they make appropriate choices in relation to their interests, passions and ambitions.

Pastoral Care

1. Supporting the strong pastoral emphasis within NLCS (Singapore) by acting as an academic mentor to a group of students in need of such support
2. Liaising with and support the Heads of School and VP (Pastoral) in all matters pertaining to pastoral well-being, responsibility and strategy
3. Working alongside the Heads of House to contribute to pastoral and co-curricular activities that broaden students' experiences and enhance the general life of the school
4. Liaising with relevant colleagues and parents with regards to the monitoring, support, review and well-being of tutees
5. Following the school's policies and procedures with regard to pastoral provision

Safeguarding

6. Abide by the school safeguarding policy and keep abreast of any changes

APPROVAL & REVIEW

ST Lead	REA	Signature	
Date last reviewed	January 2023		