



Shenzhen College of International Education

Job Title: University Counsellor

Employment Type: Full Time

Start date: 1st August 2025

[Shenzhen College of International Education](#)

WELCOME TO SCIE – STRIVING TO BE THE BEST

University Counsellor

Enjoy supporting students who want to learn at the highest level

Quality of life matters – 6 periods of “Personal Time” per week

Fully CIS & WASC accredited school founded in 2003



Position Profile

- UK/US counselling experience preferred
- Minimum 2 years counselling experience in the relevant area
- Ability to counselling high achieving students targeting at Top US universities
- A degree in your area of expertise
- Counselling qualifications (US college counselling certification & British Council certification or equivalent)

Specific Responsibilities of University Counsellor

- To work with A1 & A2 (US equivalent: Grades 11-12/12-13) students one-on-one on developing their university applications (assisting the students in providing expert Personal Statement/application essay advice, assisting the students with SCIE AL/AP course options, etc.).
- To create and conduct university application “enrichment” classes for students in G1, G2 & A1 (US equivalent: Grades 9-11/10-12).
- To regularly assess student performance, provide constructive feedback through a system of referral comments, and work with students to monitor progress and identify areas for improvement in the student/Counsellor relationship.
- To collaborate with colleagues and contribute to a positive and collaborative work environment, sharing best practices and resources, including results from Counsellor-attended CPD (webinars, conferences, university visits, courses, etc.).

- To form a relationship with student parents and attend parent-Counsellor meetings and events.

Brief Description of SCIE

UK curriculum high school (Cambridge International AS/AL & IGCSE) teaching through the medium of English to mainly Chinese students preparing for overseas universities.

The mission of the College is to educate Students in a Challenging, International Environment leading to academic achievement at the highest level, and to develop Social responsibility, Creativity, Independence and Enthusiasm, providing each student with the best preparation for future opportunities.

- Highly selective – English and Mathematics admissions tests
- Medium of instruction & communication – AS/AL English, with students functioning at first language level, mostly studying AS/AL English language or literature in A1/A2
- 1800 students, High school only – UK Key Stages 4 & 5
- Accreditation – Fully accredited by Council of International Schools (CIS) & WASC (Western Association of Schools and Colleges in US) and regional members of FOBISIA & EARCOS
- Examinations – AS/AL, IGCSE (Cambridge International), GCSE&IGCSE (Edexcel) – English, Japanese, Drama & EPQ, and AP (CollegeBoard)
- Day & boarding school – teachers are not involved in boarding facility nor have evening or night duties
- Founded in 2003

University and Careers Office Introduction:

The University and Careers Office (UCO) is a friendly and professional team that is committed to preparing students for life beyond SCIE. In 2023-2024, we are a team of 19: 2 designated UCO secretaries and 17 counsellors, including the Head of UCO, the Head of Regional University Applications (North America), and the Head of Regional University Applications (UK, Europe, and Asia/Australia).

At SCIE, at least 70% of our students apply to the UK through UCAS, and almost half of them apply to the US. Most students apply to multiple destinations, including Canada, Hong Kong and Australia. SCIE students have very high university aspirations. They work zealously to achieve impressive and deserving admissions results, including G5s in the UK, the Ivy League and other highly competitive US and overseas universities. With 48 Oxbridge offers in 2024 and 30 per year since 2019, SCIE has consistently ranked first in China in offers from the two universities. According to the Telegraph, between 2018 and 2023, SCIE has sent the highest number of students to Imperial College London (UK) amongst all schools, including UK ones. The positive attitude, commitment and calibre of the students make them a joy to work with in the University and Careers Office.

As a University Counsellor, you will be guiding and counselling a maximum caseload of 40 A2 (Y 12-13) students through their applications and also being involved in all the other three year groups in their university exploration and planning. The majority of your work is 1:1 university counselling with A1s and A2s, but you will also be expected to teach the G-level enrichment

classes and A1 university preparation lessons.

We are looking for candidates with experience supporting students who come from a highly selective education background, while following the British curriculum and aspiring to attend prestigious overseas universities. The ability to facilitate university preparation sessions and an understanding of the Chinese context will be added advantages.

Students

- Highly motivated academic students
- Students complete IGCSE exams at end of G2, and then go on to 5/6 subjects at AS, and 4/5 at AL (including English)
- An AP curriculum is being introduced for the 2025-2026 academic year. Students will be given the opportunity to enter the AP curriculum after completing IGCSE exams in G2
- Average international exam results, grade A/A* across school
- 48 Oxbridge offers and over 90% students applying to UK achieve offers from top 10 universities in 2024 cohort
- US university offers including Harvard, Yale, Stanford, Chicago, Johns Hopkins, Duke, Columbia, Cornell
- Students achieve success across range of subjects including Arts, Humanities, Social Sciences, Languages, Science and Mathematics
- Class size maximum 26 at IGCSE and 24 at AS/A Level
- Huge range of ECAs with over 200 clubs, both staff led and student led

Schedule

- Working week: Monday – Friday 07:50 – 16:30 (with 07:30 start Mondays and early finish 15:00 Fridays)
- Normal contact teaching time – 24 x 40-minute periods per week (approx. 50% timetable)
- Personal time – 6 periods per week fixed in timetable when do not need to be at work
- Extra-Curricular Activity – 1 hour per week ECA after school (16:30 – 17:30)
- CPD – large range of professional development available both online and face-to-face.
- Holidays – 1 week for October China National Day holiday, 2 weeks Christmas holiday, 3 weeks Chinese New Year holiday, Chinese public holidays, mid-June to early August Summer holiday

Benefits

- Published fixed salary scale (reviewed annually) based on years of teaching experience and annual progression at SCIE
- School provided accommodation (Expat apartments adjacent to campus)
- Full international medical cover (self + dependent)
- Annual flight allowance (self + spouse)
- Dedicated staff gym in campus

Application Process:

Apply by letter with CV to jobs@scie.com.cn

Application deadline by 31st of May.

References will be taken up including direct contact with your current, or most recent employer for a safeguarding reference check and to confirm clearance from contract commitment.

Please find more information for our school on the official website:

<https://www.scie.com.cn/>