

## COLLEGE AND UNIVERSITY GUIDANCE COUNSELLOR JOB DESCRIPTION

<b>LOCATION</b>	British International School – Ho Chi Minh City
<b>JOB PURPOSE</b>	The College and University Guidance Counsellor is responsible for all aspects of higher education guidance and applications made by students in the sixth form. As an important part of our team the UGC will provide professional support for staff in all related matters and forge strong working relationships with students, parents and university admissions teams in order to provide the best possible guidance service.
<b>REPORTING TO</b>	Head Teacher (Secondary Campus), Deputy Head Teacher, Assistant Head Teacher.
<b>OTHER KEY RELATIONSHIPS</b>	Students, Parents, Teachers, Head of Sixth Form, IB DP Co-ordinator

<b>KEY RESULT AREA</b>
<b>Engagement and Interaction – School Ambassador to Internal Community</b> <ul style="list-style-type: none"> <li>Promote the values of our Aide Memoire in word and action;</li> <li>Be the first point of contact for both parents and students, and to provide pastoral care for students;</li> <li>Maintain a purposeful and safe learning environment for all students;</li> <li>Promote the general progress and wellbeing of students.</li> <li>Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> <li>Communicate effectively with parents of students, liaising with other staff as appropriate.</li> <li>Contacting parents on role specific matters.</li> <li>Contribute to an annual Action Plan;</li> <li>Be involved in the organisation and delivery of secondary events, festivals, House events, assemblies, and Parent Teacher Group (PTG) committees;</li> <li>Contribute to BIS Weekly Updates and Spotlight articles when needed;</li> <li>Maintain high quality displays in areas which support student learning as appropriate to University Guidance;</li> <li>Offer Co-Curricular opportunities that meet the needs of students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools;</li> <li>Be responsible for personal health and safety, and know how to report H&amp;S concerns;</li> <li>Understand staff and department handbooks as well as all policy and guidance documents;</li> </ul>
<b>Individual guidance and counselling:</b> <p>Establish a personalised advising relationship to students in Year 11 -13 to offer advice on the full range of university guidance issues including:</p> <ul style="list-style-type: none"> <li>resourcing for researching universities worldwide</li> <li>country specific and individual university application procedures</li> </ul>

- financial aid information, scholarship opportunities and application procedures.
- university planning and application procedures for gap-year and National Service plans
- university courses best suited to career plans
- strategies for strengthening academic and overall profile to ensure best possible application outcomes
- individual feedback on multiple drafts of student's personal statements/essay
- Provide advice to year 9 students about appropriate IGCSE options
- Provide advice to year 11 students about IB options

### **Group guidance for students, parents and staff**

- Inform students, parents and staff about university systems worldwide.
- Plan and deliver information sessions for parents about university destinations and application procedures.
- Provide guidance for year 12 and 13 students through the university application process via group sessions
- Deliver workshops on personal statement and college/university essay writing.
- Provide guidance for Year 11 students on preliminary university exploration and university/course implications of their IB choices via group sessions
- Participate in the advising process to support year 9 students in their IGCSE subject selection
- Provide information and presentations to the Secondary staff to raise awareness in matters relating to higher education and student subject choices

### **Relationship with universities, colleges and organisations**

- Host visits from universities throughout the school year
- Develop and maintain ongoing relationships with university representatives to better advocate for the students.
- Attending HCMC-based University fairs when appropriate;
- Maintaining and developing contact with university admissions and liaison officers;
- Maintaining and developing relations with British Council and various consulate staff responsible for university promotions for their countries;
- Developing professional relationships with post-holders in other FOBISIA schools; Contributing to FOBISIA conferences;
- Organising and publicising university fairs for students and parents;

### **Administration and communication**

- Continue the ongoing development of systems to ensure timely writing and delivery of teacher references
- Keep students and staff informed of relevant deadlines and support them through the varied application process for multiple university destinations.
- Make full and effective use of BridgeU, ManageBac, iSAMS to support and manage student applications
- Manage and track university applications made by students, including processing school-issued supporting documents, following up with university representatives and troubleshooting as needed.
- Contribute to the University Guidance Google site and twitter feed to inform students, parents and staff about on and off campus events, university information opportunities, deadlines and other relevant tertiary information.
- Make counsellor recommendations for allocated students and manage the production of high quality subject teacher letters of recommendation

- Write and checking UCAS and other references before final check.
- Coordinate the collection of predicted grades for university application purposes
- Develop alumni records and support development of Alumni community in partnership with Admissions and Marketing team.
- Making presentations to parents at options evenings and other school events as required;
- Providing reports to the Head of Campus to be included in the monthly campus reports
- Any other reasonable task assigned by the Principal or Head of Campus.

#### **PERSONAL SPECIFICATIONS – Skills Knowledge and Experience**

<ul style="list-style-type: none"> <li>▪ Hold a Degree and recognised specialist qualification</li> <li>▪ Considerable experience as a University Guidance Counsellor</li> <li>▪ Outstanding communication and presentation skills</li> <li>▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all students through classroom organisation, differentiation and learning strategies</li> <li>▪ Knowledge of IGCSE and IBDP and/or A Level programmes</li> <li>▪ Knowledge of needs of students with EAL in the mainstream</li> <li>▪ High level of IT competence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status</li> <li>▪ 3 years experience of teaching</li> <li>▪ International Experience</li> <li>▪ Familiarity and competent user of SIMS/ISAMs, ManageBac and BridgeU</li> </ul>	Desirable

#### **Personal Attributes**

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### **Other**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Vietnam.

- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.