

CAREERS AND HIGHER EDUCATION COUNSELLOR JOB DESCRIPTION

LOCATION	Dover Court International School - Singapore
JOB PURPOSE	To provide support for students applications to Higher Education and Careers
REPORTING TO	Principal and Secondary Headteacher (Line Manager may be another member of the SSLT)
DIRECT REPORTS	None
OTHER KEY RELATIONSHIP	SSLT, Progress Leaders, IBDP Coordinator, Subject Leaders, Tutors and Teachers

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Engagement and Interaction – School Ambassador to Internal Community	
<ul style="list-style-type: none"> ▪ Fully support the school’s Safeguarding policy and know the reporting procedures to follow in case of a Child Protection issue ▪ To promote the ‘Be Ambitious’ programme ▪ Develop a network of industry contacts to support careers programmes ▪ Contribute to Department or Year Group Newsletter articles ▪ Contribute to the improvement of the department 	<ul style="list-style-type: none"> ▪ Students are safe and ready to learn ▪ Parents feel they have the information they need to support their children
Students	
<ul style="list-style-type: none"> ▪ Manage a system that allows students to identify and apply to universities of their choice that are suitable for their attainment in A Level and IB examinations ▪ Support the writing of personal statements ▪ Give one to one support to students ▪ Prepare and deliver appropriate information sessions with parents ▪ Help with entries to college specific standardised testing (SAT, ACT, TOEFL, IELTS etc.) 	<ul style="list-style-type: none"> ▪ Students feel confident that they have the information required to enter Higher Education ▪ Students are accepted to appropriate universities and dropout rate after 12 months is minimal
Staff	
<ul style="list-style-type: none"> ▪ Provide training and guidance on writing references and recommendations ▪ Making an annual report on student destinations and allied statistics 	<ul style="list-style-type: none"> ▪ Staff are confident to write accurate positive references and recommendations to support student applications to Higher

	Education
Higher and Further Education Providers	
<ul style="list-style-type: none"> ▪ Host visits from HE providers ▪ Develop links with key HE and FE providers ▪ Conform at all times to the ethical practices of Counselling membership organisations (eg NACAC or OACAC) 	<ul style="list-style-type: none"> ▪ There are good relationships between key HE providers and the school.
Curriculum	
<ul style="list-style-type: none"> ▪ Plan and prepare relevant lessons to the PSHCE programme for tutors ▪ Deliver elements of the Life Skills programme 	<ul style="list-style-type: none"> ▪ The PSHCE programme contributes to a comprehensive FE, HE and career preparation programme
Administration and Development	
<ul style="list-style-type: none"> ▪ Produce an annual development plan ▪ Liaise with SSLT to identify CPD opportunities. ▪ Liaise with Purchasing Department to produce an annual requisition. ▪ Ensure there is a high profile for the HE visits, admissions within school communication ▪ Contribute to annual curriculum guides/booklets ▪ Other relevant tasks assigned by the Principal or Secondary Headteacher ▪ Write a School Profile 	<ul style="list-style-type: none"> ▪ There is a costed development plan ▪ There are regular updates on HE matters in the school's public domain
Professional and Personal Development	
<ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan ▪ Play a full part in internal and external CPD opportunities including staff meetings 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> ▪ Degree ▪ Qualification and/or experience in guidance counselling ▪ Good working knowledge of iGCSE and the IBDP ▪ Knowledge of the HE system of other core countries our students will apply to (UK, UK, Canada, Australia) ▪ Excellent presentation skills ▪ Proven ability to develop good personal relationships within a team ▪ High level of IT competence ▪ Proven ability to develop opportunities for parental involvement 	Essential
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> ▪ Teaching Qualification 	Desirable

<ul style="list-style-type: none"> ▪ Emotional and Wellbeing Counselling Qualification ▪ Experience of working with students with SEND ▪ International Experience ▪ Use of ISAMS 	
Personal Attributes	
<ul style="list-style-type: none"> ▪ 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	
<ul style="list-style-type: none"> ▪ 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 Singapore. ▪ 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

- Role-model the ‘Be Ambitious’ philosophy each day
- Feedback as a valued member of the team and the wider organisation

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.