

<b>LOCATION</b>	The British International School Abu Dhabi
<b>JOB TITLE</b>	<b>University and Careers Counsellor</b>
<b>JOB PURPOSE</b>	Responsible for the coordination of the university guidance and careers programme for all students
<b>REPORTING TO</b>	Deputy Head of Senior School
<b>DIRECT REPORTS</b>	
<b>OTHER KEY RELATIONSHIPS</b>	Head of Senior School, Head of Secondary, secondary students and teachers, parents.
<b>PACKAGE</b>	Competitive
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>
Duties and responsibilities	<p>Performance management</p> <ul style="list-style-type: none"> <li>1. To organise the timetable for students applying to universities worldwide. This support is to be extended to those who have completed or plan gap years.</li> <li>2. To meet with younger students to develop, monitor and update their academic plans and career goals.</li> <li>3. To assist students/parents with college admissions forms and securing financial/scholarships.</li> <li>4. To help students aspire realistically and choose their university courses wisely.</li> <li>5. To establish and maintain efficient and effective contact with universities and colleges.</li> <li>6. To invite and welcome representatives from colleges and universities to the school.</li> <li>7. To plan and conduct college visits and career days as appropriate.</li> <li>8. To involve staff and parents where appropriate in the support of student careers and university plans.</li> <li>9. To organise annual work experience placements in conjunction with existing contacts, parents and alumni.</li> <li>10. To keep a database of alumni willing to support current students with mentoring, advice and other forms of assistance.</li> <li>11. To create and update a library of college-related publications: college catalogues, testing, registration forms, test preparation materials, etc.</li> <li>12. To build effective relationships with appropriate outside organisations: e.g. testing organisations, consular offices and summer programmes.</li> <li>13. To create and update supporting documents for university admissions, such as transcripts, the school profile, a college counselling handbook and information for the school's website and ensuring all relevant information is on the school's data base.</li> <li>14. To administer aptitude and achievement testing as per university requests.</li> <li>15. To work with Secondary Leadership Team in providing advice to students/parents about IGCSE, IBDP and vocational programmes and subject choices by organising meetings with students and parents individually and in groups, as necessary.</li> <li>16. To track and keep accurate records of university admissions decisions, awards and statistics.</li> <li>17. To keep abreast of issues and trends in university admissions, higher education, testing as well as keeping</li> </ul>

<p>up to date about specific universities and maintaining membership of professional organisations.</p> <p>18. To have sole responsibility for all necessary processes, monitoring and follow-up associated with student career planning and counselling.</p>	
<p><b>D. Other responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Any other reasonable duties as prescribed by the Secondary Leadership Team or Principal.</li> </ul>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> </ul>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> <li>▪ <b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li>▪ <b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li>▪ <b>Leadership</b> - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.</li> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> </ul> </li> <li>▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation</li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>▪ Any other appropriate duties as allocated by the Chief Executive Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valued member of the team and organisation</li> </ul>

PERSON SPECIFICATIONS	
<b>Qualifications/Training</b>	
▪ Educated to degree level	Essential
<b>Experience / Knowledge</b>	
▪ 2 years' experience in a similar role	Essential
▪ Experience of working in an international school setting	Desirable
▪ Familiarity with IGCSE and IB examinations programme	Essential
<b>Skills</b>	
▪ Excellent organisation skills	Essential
▪ Excellent communication skills	Essential
▪ Excellent planning skills	Essential
▪ Ability to support, advise and nurture students	Essential

▪ Ability to advise and support parents	Essential
▪ Ability to build relationships and networks within the further education and professional community	Essential
<b>Personal Attributes</b>	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

## **OTHER CONDITIONS**

Must hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK for the last 10 years.

Compliance with visa requirements for working in the UAE.

Child protection training.