

LOCATION	The British International School Ho Chi Minh City	
JOB TITLE	College and University Guidance Advisor	
JOB PURPOSE	The College and University Guidance Advisor assists the CUGC in all aspects of higher education applications made by students in the sixth form and will provide professional support for staff in all related matters.	
REPORTING TO	Principal, Head of Secondary Campus, Assistant Headteacher, College and University Guidance Counsellor (CUGC)	
OTHER KEY RELATIONSHIPS	Students, Parents, Teachers, Head of Sixth Form, IB Co-ordinator	
PACKAGE	Local Hire contract	
SAFER PRACTICES	The British International School, HCMC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Responsibilities include assisting the CUGC in the areas outlined below:</p> <p>Individual guidance and counselling:</p> <ul style="list-style-type: none"> • Establish a personal advising relationship to students in Year 11-13 to offer advice on the full range of university guidance issues including: <ul style="list-style-type: none"> resources for researching universities worldwide country specific and individual university application procedures 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 11 students about IB options 		
<p>Group guidance for students, parents and staff</p> <ul style="list-style-type: none"> • Inform students, parents and staff about university systems worldwide. • Assist during 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 • Assist in the delivery of workshops on personal statement and college essay writing. • Provide guidance for Year 11 students on preliminary university exploration and university implications of their IB choices via group ILS sessions • Assist in providing information and presentations to the Secondary staff to raise awareness in matters relating to higher education and student subject choices 		
<p>Administration and communication</p> <ul style="list-style-type: none"> • Contribute to the 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. • Promote the use of Naviance for US applications and UCAS for UK applications. • Manage and track university applications made by students, including processing school-issued supporting documents, following up with university representatives and support as needed. 		

- **Contribute to University Guidance Google site and twitter feed as needed.**
- **Write recommendations for allocated students and manage the production of high quality subject teacher letters of recommendation**
- **Writing and checking UCAS and other references before final check by Head Teacher.**
- **Support the CUGC in the collection of predicted grades for university application purposes**
- **Assist in maintaining alumni records and support the development of Alumni community.**

Relationship with universities, colleges and organisations

- **Assist in the hosting of visits from universities throughout the school year**
- **Assist in maintaining on-going relationships with university representatives**
- **Attending HCMC-based University fairs;**
- **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;**
- **Assisting in the organising and publicising of university fairs for students and parents;**
- **Making presentations to parents at options evenings and other school events as required;**

Personal Development

- **Continual development through the identification and implementation of your own Professional Review and Development needs to include:**
 - **Continually striving to improve performance;**
 - **Setting and working towards targets with the reviewer, linked to the CUG and school development plan;**
 - **Regularly update knowledge and professional development by attending relevant conferences and university visits**

OTHER

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - 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.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right

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.

- 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
- Any other appropriate duties as allocated by the Chief Executive Officer

☞Be a valued member of the team and organisation☞

OTHER CONDITIONS

Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for previous 10 years;
Compliance with visa requirements for working in Vietnam.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of over 7500 teachers and school support staff, working in 42 schools located in 15 countries around the world. Together, we currently educate over 32,000 students globally from early years through to 18 years old.

Each of our schools has a unique character and an educational offer tailored to meet the needs of its community. However, we are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance your success. We offer every teacher extensive training and development opportunities through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

You can find out more information about what makes our schools a great place to teach at www.nordangliaeducation.com/careers.

Good luck with your application.