



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Basic Information

JOB TITLE	University Guidance Counsellor
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Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

The Role

Due to the continued growth and expansion of the senior school the College is seeking to recruit a new university guidance counsellor. Most Wellington pupils apply to multiple destinations with around 29% choosing to apply to the United States and approximately 75% choosing to apply to the UK. In addition, pupils apply to a range of other international university destinations including Hong Kong, Korea, Singapore, Canada, Australia and the Netherlands. The typical Wellington pupil is academically high-performing and they, and their families, have very high expectations about their future university destination. Most pupils go on to study at top ranked university destinations, but pupils are encouraged to research more widely into their university choices looking at where they will learn best and thrive.

This is an exciting time to join Wellington's university guidance team. There is significant growth in the area and the successful applicant should be happy and willing to contribute to the school's aim to create a truly world class, internationally focused university guidance and careers provision. It is vital that the successful candidate is proactive and committed to producing the best possible outcome for every pupil, whilst also being flexible in adapting their views and approaches to university guidance to a demanding and truly internationally focused environment.

Wellington's university guidance team are involved in supporting and advising pupils looking to make applications to a range of possible destinations. Although, we do not allocate pupils to a particular counsellor based on their favoured destination, it is vital that the successful candidate has a strong knowledge of, and background in supporting applications to elite university destinations in the US and/or UK— either from a school-based counselling role or university admissions background. Ultimately the school appoints individuals with the aim of creating and maintaining a suitable balance of backgrounds and perspectives within the university guidance team.

The successful candidate would be expected to contribute to the work of the university guidance team in the following ways:

- To help facilitate, plan and contribute to assemblies, seminars and workshops as part of the school's Higher Education Pathway to help pupils from Year 9 onwards research into possible careers, university options and effectively plan for their future.
- To run specific university guidance sessions and workshops for sixth-form pupils focusing on the construction of personal statements and college essays and advising on the application processes for a range of courses, institutions and countries.



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- To advise pupils, individually and collectively, on their university choices helping them to choose appropriate institutions and courses which support their own specific individual needs and aspirations.
- To support the wider university guidance team in promoting access to universities planning, promoting and facilitating the university visits programme and the school's annual Global University Fair.
- To provide individual support for pupils when completing their applications – ensuring that pupils are aware of, and meet, deadlines and giving individual advice and feedback on university application essays.
- To effectively and accurately track, monitor and document pupil progress using the school's internal systems and processes
- To help maintain and complete all necessary documentation needed to support a pupil's application
- To write, compile or help review comprehensive references / recommendation letters in support of pupils' university applications.
- To help students to understand, manage and prioritise the competing pressures of applying to universities in multiple destinations.
- To contribute to the school's university transition programme – providing post-application advice, support and guidance to pupils on how to respond to offers, secure financial support and effectively prepare for university life.
- To advise pupils in adopting appropriate strategies to take pre-admissions tests such as SAT/ACT and assisting the wider university guidance team with scheduling/registering pupils and facilitating tests where necessary.
- To establish effective and lasting connections with a range of Universities helping to promote greater awareness of the school.
- To help provide training sessions where necessary to aid tutors, HMs and subject teachers in supporting pupils and completing application documents such as recommendation letters.
- To assist in keeping the parent body informed about higher education matters by being available for individual meetings with families and contributing to a variety of university guidance workshops and presentations.
- To assist the Director of Higher Education and Careers and the Senior School Leadership Team in providing advice and guidance regarding option choices for IGCSE and IB Diploma.
- To liaise with HMs, subject teachers and tutors with regards to HE applications where necessary.
- To help the wider university guidance team in maintaining a well-stocked resource library and ensuring relevant and up to date information on university guidance matters is provided on the school web page, student higher education workbooks and on student noticeboards.



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Person Specification

Knowledge and Experience

- Knowledge and familiarity with a variety of global application systems, especially the US and UK, either from a school based or a university admissions perspective.
- Knowledge and proficiency with using application systems such as the CommonApp, UCAS and application management systems such as Bridge U.
- Knowledge of and familiarity with advising on applications to other destinations; particularly Canada and the Asia-Pacific region is helpful but not essential (*training can be provided for the right candidate*).
- At least 2 years guidance counselling / university admissions experience
- Knowledge of IGCSE and IB examinations and understanding of the context of university admissions from a high-performing international school

Qualifications

- A university degree
- Either a teaching qualification (*PGCE, BEd or equivalent*), appropriate university counselling qualification or significant experience in a counselling or university admissions role.
- Teachers with university support experience are also welcome to apply

Personal Qualities

- Excellent communication and interpersonal skills with the ability to interact effectively with pupils, staff and parents
- The ability to use initiative in managing their own time effectively to excel in their assigned tasks and defined areas of responsibility
- The ability to work effectively as part of a team and to establish and maintain good relationships with the Director of Higher Education and the wider University Guidance Team.
- Dedication and commitment to providing the best possible service to our pupils and parents.
- The ability to multi-task, managing a range of tasks simultaneously and to be able to effectively prioritise and delegate tasks where necessary and appropriate.
- Excellent organisational skills and the ability to meet deadlines and monitor progress within fixed time frames
- The ability to work accurately and calmly, and show resilience, when under pressure