



WELLINGTON COLLEGE
TIANJIN

BILINGUAL UNIVERSITY COUNSELLOR

Job Description

Reports to: Head of Sixth Form

Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

ABOUT US

Wellington College International Tianjin’s Senior School provides pupils aged 11-18 years with access to an education rooted in the strong values and progressive approach to learning synonymous with Wellington College. The school offers its pupils rigour and challenge throughout the journey from Key Stage 3, largely mirroring the national curriculum in England, and then on to IGCSE and A Levels in Key Stages 4 and 5. We aim to prepare pupils for success during and after their time at the College; the overwhelming majority of our leavers in Year 13 go on to study at universities across the world

Within a culture of shared vision, mutual respect, high academic standards, open communication and a commitment to best practice, the teachers and staff at Wellington form an integral part of a close team determined to develop and evolve in their personal and professional development.

TIANJIN

Tianjin may be the largest city most people have never heard of; it is China’s 4th largest city, with over 15 million people spread across its main urban centres. It is the former port city for Beijing, providing the capital with its access to the sea and the trade routes across the world.

Any visitor to Beijing or Shanghai cannot have failed to notice the scale of those cities, and with that vast size comes an almost inevitable compromise in terms of traffic jams, higher prices and crowds of tourists and locals alike. Tianjin, by contrast, has a rather less frenetic pace of life. Inhabitants can take long, peaceful walks along the beautiful HaiHe river or mooch around the former European concession areas in WuDaDao. It is a big city, but with the feel of a compact and connected centre – the ‘downtown’ areas of shopping, sporting and leisure facilities all sit within a few square kilometres of the CBD. Strolling, jogging or cycling around the city

is remarkably easy and affords a chance to see the historic and cultural highlights whilst never being too far from a restorative coffee shop or restaurant.

The city's traditional heart is around the Drum Tower, just a few minutes' walk from the school. Here, arts and crafts' shops rub shoulders with antique dealers and restaurants offering local Tianjin delicacies. Further along the river, and again within easy reach of the school, lie the former concessions, sections of the city which in the 19th Century were annexed by the major world powers, including Britain, Germany, the US and Japan. All saw in Tianjin the chance to exploit Chinese trade, and as a result, the city has developed some historic areas which reflect the architecture and ambitions of their former occupiers. A day spent wandering around WuDaDao, or the recently restored Italian concession area, makes for a fascinating journey into the city's past. Venturing outside the city, Tianjin has its own stretch of the Great Wall, which makes for a scenic and peaceful two-hour hike: the crowded Wall sections around Beijing will seem a million mile away once you set foot on the Huangyaguan stretch of this UNESCO World Heritage site.

THE ROLE

The Bilingual University Counsellor will bridge the gap in understanding and practice between our pupils, their families and overseas universities. S/he will provide bespoke three-year programmes in support of pupils, ensuring their academic and college readiness for international institutions. S/he will work with the pupils so that they are well prepared to overcome the challenges facing them as they leave China and enter higher education overseas.

KEY RESPONSIBILITIES:

Supporting staff

- To support the Head of Sixth Form in developing a first-class university admissions team
- To support the training needs of staff on matters surrounding university admissions
- To support HMs and the team of Sixth Form tutors in writing university references and LORs; ensuring that these are completed in a timely manner
- To manage the UCAS application process for all pupils applying to UK universities
- To coordinate, in conjunction with the Head of Sixth Form, the annual IHEF and the university visits.
- To support the Head of Sixth Form in communications with parents.

Supporting pupils:

- To advise and support pupils in their university admissions process
- Regularly lead interactive university prep workshops for families
- Plan for standardized tests, extra-curricular activities and academic and career counselling
- Set up group and individual tutorials to support college and university knowledge and understanding,
- To support and advise applicants to elite universities (Oxbridge & Ivy League)
- To monitor and track the university application progress of pupils in years 12 and 13
- To develop a university admissions' track for pupils from years 9-11
- To support and help pupils on results' day and with further advice on university admissions (Clearing etc)

Supporting parents:

- To support and inform parents and the wider Wellington community by providing periodic and regular briefings and updates on university applications

PERSONAL QUALIFICATION:

- Bachelor degree or above;
- Excellent verbal and written ability in English and Chinese;
- At least 5 years of relevant university counselling experience
- Creative and problem solving
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment
- Strong passion for the education and development of students
- Strong track record of solving complex problems, strategic thinking and delivering significant impact as a leader.
- Proven ability to work with data and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.
- High integrity and fully comply with Wellington Core Value.

Important Note:

“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.”

ITFCP Statement of Commitment

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.