



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



上海浦东新区民办惠立学校
HUILI SCHOOL SHANGHAI

POSITION: Higher Education Counsellor

ABOUT US

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international children aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020.

Huili School Shanghai is Wellington's bilingual school for Chinese students, which opened in August 2018. There are now more than 1,200 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 10) and last year saw the opening of our state-of-the-art high school building and the start of IGCSE courses. Over the next two years, the school is expected to grow by more than 100 pupils per year and will be offering the IBDP when our oldest pupils begin grade 11 next academic year.

Huili School combines Wellington's holistic British approach to educating the whole child, with the enduring strengths of the Chinese curriculum and focus on learning. We talk about giving our pupils the best of both worlds. Half of our lessons are in English and half in Chinese. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupil with our five core values: courage, integrity, respect, kindness, and responsibility. Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

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.

Basic Information

JOB TITLE	Higher Education Counsellor	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Head of Higher Education and Careers		
ANNUAL LEAVE	According to School Calendar		

THE ROLE:

The Higher Education and Careers Department is committed to preparing students for a successful future in an increasingly globalised society through an integrated Chinese and International-style curriculum. It is committed to creating a collaborative, informative and safe space for students to explore future higher education and career options. The Huili guidance team provides students with various opportunities to learn and develop independently. The mission is to develop global leaders with strong communication and social skills as well as establishing an environment conducive to the development of cross-cultural understanding and an international outlook.

We have created a five-year pathway plan for our students to explore their interest and skills at an earlier stage in order to help them choose their IGCSE and IB DP subjects. Our five-year plan ensures that students are exploring a myriad of industries in order to find their choice of possible careers in the future and introduction to different curriculums and universities in order to find their university fit.

We offer a comprehensive programme for both our Huili parents and students. Students begin Career sessions from Grade 8 all the way to Grade 12. These sessions provide students with a personal outlook and insight of Higher Education and planning for their future. We also understand that parents are important stakeholders in University planning. We have created monthly café talks to formal parent workshops to ensure that parents are up to date with policies and application systems. We offer a wide range of resources for both parents and students through monthly newsletters, weekly Teams update, college corner, etc. We offer exciting programmes, such as the HCEP (Careers Exploration Programme) that enables students to work with companies, Careers Series Talk that invites guest speakers from different companies to provide insight on their career industry, to Career Field trips and Secondary Career Day.

We are looking for members who are passionate and vision-driven counsellors ready to help our students in their journey throughout high school and onwards to their Higher Education career. We



are a multi-cultural group of counsellors who enjoy what we do, and we welcome you to join our team!

KEY RESPONSIBILITIES:

- Conduct research on higher education systems of all countries outside of China—primarily the US, UK, Australia, and Canada— to provide students, parents, and teachers with comprehensive information on university admissions.
- Establish effective collaborative working relationships with other schools and universities throughout the world.
- To run specific university guidance sessions and workshops for pupils focusing on the construction of personal statements and college essays and advise on the application processes for a range of courses, institutions, and countries.
- To advise pupils, individually and collectively, on their university choices, helping them 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 future university fairs.
- 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 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 assist the wider university guidance team with scheduling/registering pupils and facilitating tests where necessary.
- To help provide training sessions where necessary to aid tutors, Housemasters 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 Head of Higher Education and Careers and the Senior School Leadership Team in providing advice and guidance regarding option choices for IGCSE and IB Diploma.



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- To liaise with Housemasters, subject teachers, and tutors with regards to HE applications when 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.
- To assist the school in part-time pastoral responsibilities, teaching, or other duties that are needed at the time.

JOB QUALIFICATIONS

BASIC QUALIFICATION	<ul style="list-style-type: none">• Bachelor's Degree or higher in relevant fields• Either a teaching qualification (PGCE, BEd or equivalent), appropriate university counselling qualification or significant experience in a counselling or university admissions role.• Fluent in Chinese and in English.• Support for Huili Values and vision
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in university guidance or admissions
EXPERTISE	<ul style="list-style-type: none">• Familiarity with the admission process in the United States, United Kingdom, Canada, and Australia.• Cultural awareness and knowledge of the Chinese education system.• In-depth study and understanding of specific information such as application process university rankings and admission requirements.• Teachers with university support experience are also welcomed to apply.
PREFERRED APTITUDES	<ul style="list-style-type: none">• Excellent communication and interpersonal skills with the ability to interact effectively with pupils, staff, and parents.• The ability to work effectively as part of a team and to establish and maintain good relationships with the Head of Higher Education and the wider University Guidance Team.• Dedication and commitment to providing the best possible advice to our pupils and parents.• The ability to multi-task, and 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.• Strong passion for education and pleasure in working with young people.