

## Basic Information

**JOB TITLE** University Guidance Counsellor

***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 of the Senior School, the College is seeking a new university guidance counsellor. Most Wellington pupils apply to multiple destinations with about 70% applying to the United Kingdom and about 50% choosing to apply to the United States with Canada, Hong Kong, Singapore, Australia and the Netherlands as popular choices as well. The typical Wellington pupil is academically high performing and has very high expectations about their future university destination. Most pupils go on to study at top ranked universities, but they are nevertheless encouraged to research more widely into their university choices to find where they will learn best and thrive. This is an exciting time to join Wellington's university guidance team, and the successful applicant should be happy to contribute to the College's commitment to offering superb, individualized university and careers guidance.

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

- To help plan and facilitate assemblies, seminars and workshops in order to deliver the school's Higher Education Pathway (HEP) curriculum to pupils from Year 9 onwards, informing them of their university options and potential career pathways.
- To support the wider university guidance team in building relationships with university representatives as well as planning, promoting and facilitating university visits and the school's annual Global University Fair.
- To facilitate seminars and workshops for Sixth Form pupils focusing on the creation of personal statements and college essays and preparation of other application components.
- To advise pupils individually in choosing appropriate institutions and courses which support their specific needs and aspirations.
- 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 essays and other application components.
- To monitor and document pupil progress and application outcomes using the school's internal systems and processes.
- To provide materials needed to support a pupil's application, including transcripts, counselor recommendations, and academic references.
- To assist the Director of Higher Education and Careers and the Senior School Leadership Team in providing pupils with advice and guidance regarding option choices for IGCSE and IB Diploma.

- To advise pupils in adopting appropriate strategies for pre-admissions tests (SAT/ACT, etc.) and assisting the wider university guidance team with scheduling/registering pupils and facilitating tests where necessary.
- To contribute to the school's university transition programme by 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 provide training and support when necessary to tutors, HMs and subject teachers in completing application documents such as recommendation letters and to generally liaise with tutors, HMs, and subject teachers with regards to HE applications as needed.
- To assist in informing the school's parent body about higher education matters by being available for individual meetings with families and contributing to a variety of university guidance workshops and presentations.
- 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.

## **Person Specification**

### **Qualifications**

- A minimum of an undergraduate degree, preferably from a British institution.
- Either a teaching qualification (*PGCE, BEd or equivalent*) or an appropriate university counselling qualification.

### **Knowledge and Experience**

- Understanding of a variety of global application systems, including the UK, the US, Canada, Australia, Hong Kong, Singapore, and the Netherlands.
- 3+ years experience in supporting applications to the United Kingdom, most importantly Oxford and Cambridge.
- Proficiency with using application systems such as the CommonApp, UCAS and application management systems such as BridgeU.
- Knowledge of IGCSE and IB examinations and understanding of the context of university admissions from a high-performing international school.

### **Personal Qualities**

- Excellent communication and interpersonal skills and a clear ability to collaborate with a team.
- The ability to manage their own time effectively to excel in their assigned tasks and defined areas of responsibility.
- Dedication and commitment to providing the best possible service to our pupils and parents.