



## JOB DESCRIPTION

Location	Dulwich College Beijing
Department	Senior School
Position/Job Title	Head of University and Career Counselling
Reporting to	Head of Senior School
Line Manages	University and Career Counsellors
Collaborates with	Senior School Leadership Team, IB Core Team, Heads of Year, Social Emotional Counsellors. Colleagues across the EiM network of schools.
Brief Overview or Role	<p>All leaders are expected to live the DCB values and make positive contributions to whole College strategic aims. All teachers and leaders are expected to champion high expectations, foster a love of learning and nurture well-being so that every child is able to achieve their personal best. Encouraging international understanding, ensuring equal opportunity for all students and providing a positive, safe and inclusive learning environment where ‘Students come first’ is a fundamental expectation. The Head of University and Career Counselling serves as an integral part of the student journey through the leadership, development and implementation of the university and careers programme. This leader is pivotal in supporting students by engaging all relevant stakeholders in providing programming and services to students in order to ensure individual pathway development and entitlement for all students to support their future goals. University and careers counsellors act as a link to all relevant departments to gain an in-depth understanding of student ambitions, abilities and goals that are essential in supporting students and families in career, university and post-secondary planning. The Head of University and Career Counselling will promote and nurture a culture focused on growth, purpose and a sense of belonging to help students find their ‘best fit’ for the future. Providing a personalised service for students and their families through transitions and providing professional learning for teachers, workshops for parents on the student journey, the successful candidate will be a key figure in the school community.</p>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Have a relevant qualification/certification in university and careers counselling and preferably at least 3 years of relevant experience working within a secondary school setting.</li> <li>• Have relevant experience in an international school working interdepartmentally to embed university and careers programming, engaging with cohorts, groups and individual students.</li> <li>• Have a deep working knowledge of admissions processes and systems in the UK, US, Asia &amp; Oceania, Canada and Europe.</li> <li>• Have experience working with international students and families demonstrating both high emotional and cultural intelligence.</li> <li>• Have experience with university admissions testing for US and UK, including SAT/ACT test supervision.</li> <li>• Have well developed ICT skills and experience of working with university application platforms.</li> <li>• Have strong, professional written and verbal communication skills.</li> <li>• Have effective organisation and the ability to set and meet deadlines.</li> </ul>



<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> <li>• Actively promote the well-being of all students and be familiar with and uphold all safeguarding policies and reporting lines and procedures within the College.</li> <li>• Take responsibility for upholding health and safety practices, completing risk assessments/near misses or accident reports as appropriate and ensuring that registers as appropriate are completed accurately.</li> <li>• Fulfil all pastoral, welfare and supervisory duties effectively and willingly.</li> <li>• Role model a mindset of continuous development and improvement.</li> <li>• Collaborate effectively with colleagues within the Senior School, across the College and throughout Beijing, China and EiM networks.</li> <li>• In consultation with the Head of Senior School establish annual goals</li> <li>• Complete relevant professional learning as required by the College</li> </ul> <p><b>Specific Leadership Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the University and Careers Counselling , developing vision, systems, processes and ongoing review.</li> <li>• Ensure that the programme and services offered are of high quality and aligned to College mission and vision and Senior School policy and practices.</li> <li>• Implement a comprehensive, age-appropriate university and careers programme for Senior School students, and, from Year 9, provide comprehensive support at transition points.</li> <li>• Maintain the profile and promote the accessibility of the University Counselling and Careers department through Senior School and College communication channels and by attending parent evenings and leading information sessions and workshops, both virtual and face to face.</li> <li>• Lead the university application process, providing guidance and support to own caseload of students and families on course selection, personal statement and essay writing, futures planning, application systems and financial aid.</li> <li>• Liaise as appropriate with outside organisations and community members to support all areas of programming.</li> <li>• Oversee support for students and their families upon the release of IB results.</li> <li>• Develop a comprehensive timeline of engagement with students and their families during Key Stage 4 and Key Stage 5 (Years 10-13).</li> <li>• Ensure that record keeping on the Maia Learning platform is comprehensive and complete and utilised beginning in Key Stage 3, including training for pastoral staff and subject teachers.</li> <li>• Oversee the Senior School completion of academic transcripts, references and recommendations for future schools or further education, ensuring that school-wide protocols and quality processes for student data protection, record keeping, data gathering and storage are implemented.</li> <li>• Maintain data on university destinations, supplying information annually for the school profile.</li> <li>• Lead regular effective department meetings with an operational and strategic focus.</li> <li>• Support the professional development of team members, providing support and challenge within the department and harnessing appropriate external professional development.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Disseminate information related to standardised testing such as SAT, ACT, PSAT and administer university-related exams in accordance with designated standards.</li> <li>• Provide opportunities for students to prepare for admissions tests and interviews linking with external support, e.g. Dulwich London for Oxbridge preparation.</li> <li>• Coordinate the organisation of online materials, information, and resources for the team, students and parents.</li> <li>• Provide students and their families with information on virtual and face to face opportunities from colleges, universities and other educational opportunities.</li> <li>• Lead/contribute to virtual university visits and fairs, building effective relationships with institutions of higher education.</li> <li>• Support alumni links working collaboratively with the Senior School lead for alumni.</li> <li>• Support the WWA (WorldWide Academy) programme in collaboration with our Government and Relations department and the Head of College.</li> <li>• Keep up to date with changes and emerging trends in further education, providing accurate advice and signposting milestones for students and families.</li> </ul>
<p><i>Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to 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. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.</i></p>	
<p>Acknowledgement (Employee's Signature)</p>	