



# Sadiq Public School

UNIVERSITY & CAREERS COUNSELOR

JOB DESCRIPTION



## University and Careers Counselor

Against the backdrop of an expansive and beautiful campus Sadiq Public School, Bahawalpur is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and learning and for boarding with a significant, phased investment programme planned. Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the school with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world.

With over 2400 pupils (3-18) and 170 staff, the School, which is set on a spectacular 190 acres campus is experiencing significant growth and has recently embarked on a major multi-million rupees buildings refurbishment and renovation programme. Academic results at Sadiq Public School are very good.

The School is looking to appoint an outstanding fluent English-speaking University Counselor from June 2023 to join the newly formed University Counseling Department which will ultimately be housed in the IT Centre. The successful candidate will have considerable experience in university guidance and be familiar with a range of university admissions processes including ideally those applicable in the UK (UCAS), the US (Common Application) and Continental Europe. There is also an expectation that the successful candidate will fulfill a teaching commitment. Experience to A Level in one or more of the following subjects would be of particular interest: Global Politics, Psychology, Sports Exercise and Health Science, Chemistry, Biology, History or Geography.

The ideal candidate should demonstrate excellent subject knowledge and a passion for raising attainment and expectations. He/she will also have the ability to inspire pupils and maintain a commitment to high standards and the work ethic of our school. Candidates should be flexible, hold a relevant degree, a recognised teaching qualification and be prepared to participate fully in the boarding, academic and extra-curricular life of the School. The School has its own competitive salary scale and a highly dedicated staff team.

# Job Description:

The University and Careers Counselor will have the main function of assisting the Heads of Senior & Girls Sections in all matters relating to university and careers guidance. The Counselor will maintain exceptional professional levels of communication, acting as a conduit between the tutor team, the key Stage Leaders and the parents.

The University and Careers Counselor will be a superb communicator, be knowledgeable of the diverse needs of the students and be ready to advise the Heads of Senior & Girls Sections as required in matters pertaining to their team, both staff and students. The Counselor will have a breadth of knowledge of the school and will be able to effectively ensure all students have access to the curriculum and school provisions. The Counselor will have excellent interpersonal skills and will be able to relate to the students, staff and parents in an informative, empathetic and effective manner.

## **Expectations**

As a leading professional in education, the University and Careers Counselor should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

## **Line management responsibilities**

The University and Careers Counselor will be responsible to the Heads of Senior & Girls Sections for the pastoral element of their professional duties as outlined in this job description and is responsible for all Higher Education links.

## **Main tasks**

The University and Careers Counselor is responsible for all aspects of Higher Education applications by students in the Senior and Girls Sections.

- Review, develop and enforce policies regarding Higher Education provision, such as the Early Application Support Programme, Reference Policy and Map of A Level/Intermediate Higher Education provision

## *University Applications –Students Support*

- Processing of student applications
- Supporting students in completing application forms and checking of applications thoroughly
- Tracking and monitoring of students' applications

- Coordinating and overseeing the use of outside agencies to augment the application process.

#### *University Applications –Personal Statements and Personal Essays*

- Supporting students in the drafting and completion of personal statements and /or personal essays
- Providing training where necessary to aid tutors and subject teachers in their supporting of students in writing their personal statements or personal essays

#### *University Applications – References and Letters of Recommendation*

- Coordinating and overseeing the process of launching and collating subject references via School Base in preparation for Post Exams Week in Term 2 and following AS results in Term 2
- Collating A2 and AS predicted grades from subject staff for application purposes
- Coordinating and supporting tutors in writing university references, including distribution of subject references and providing training where appropriate
- Coordinating and supporting subject teachers in the writing of letters of recommendation and providing training where appropriate
- Coordinating and preparing student transcripts for Higher Education purposes.
- Coordinating and writing Higher Education references, monitoring and quality assuring university references and letters of recommendation including updating, editing, proofing and redrafting where necessary.

#### *Wider Student Higher Education Support*

- Supporting and guiding students in their university application process, including workshops, assemblies and one to one meetings, providing counseling and advice as necessary
- Leading, planning and structuring the programme of activities for the Higher Education elements of the post examination programme
- Liaising with, and coordinating, the arrangements for university entrance tests with the examinations office
- Assist the Section Heads in providing advice and guidance regarding option choices for O Level and A Level

#### *Form Tutors and Subject Staff*

- Coordinating and monitoring tutors' tasks in relation to the HE process
- Liaising with tutors to monitor students' application progress
- Coordinating and liaising with tutors' regarding one to one meetings (re. choices, personal statements and references)
- Liaising with subject staff with regards to HE applications where necessary
- Offering staff training on Higher Education related areas when needed (e.g. reference writing and supporting personal statements)

### *Parent Communications*

- Offering up to date and relevant information to the parent body regarding the application processes through workshops and written communication home
- Offering guidance and information to parents where appropriate to further support individual students
- Provide regular articles to the 'The Sadiqians' ( newsletter)

### *Higher Education Programme & University Representatives*

- Coordinating university and HE related visits
- Fostering and developing positive relationships with university admissions tutors
- Planning and delivering the Year 12 Higher Education programme
- Advising and informing students, parents and staff with regards to Sadiq Public School policy on university applications
- Collating data on HE placements and reporting to the SLT on placements
- Developing, coordinating and delivering activities in support of the Higher Education, University Application and transition programme

### *Resources*

- Maintaining relevant and up to date information on the School website for Higher Education
- Monitoring the use of the Careers Library, in conjunction with the Librarian
- Maintaining a Higher Education notice board and Resource Room
- Maintaining relevant and up to date information on the webpage
- Promoting and assisting with student attendance to University Fairs and visits in Pakistan

### *Budget*

- Prepare, present and negotiate an annual budget for Higher Education
- Manage the Higher Education budget

### *Early Application Support Programme (EASP)*

- Supporting the SLT and Section Heads with policy regarding the EASP
- Assisting the Section Heads with the identification of students who meet the broad criteria for an Elite University Programme
- Advising students, and updating where necessary, on the entry processes and requirements for Early Applications (EAs)
- Supporting students in completing specific application forms to non- UK based EAs (for example, Ivy League universities in the US)
- Supporting students in completing applications for Oxbridge and UK Medicine
- Arranging for mock Oxbridge/Medicine interviews
- Collating data and reporting to the SLT on EA placements

### *Careers Education*

- Develop a careers education curriculum along side PSHE from Y7-11 to develop an appreciation of the types of career available
- Teach within the PSHE/Careers programme

- Lead, resource and guide other teachers in the field of Careers education
- Develop tools to help students assess their skills and interests in relation to future careers
- Develop students' appreciation and abilities in producing CVs, letters of application and portfolios
- Meet with individuals, groups or classes to counsel students towards their career goals

#### Areas for Development

- Keeping up to date with relevant news and changes within Higher Education
- Continuing to gain knowledge and understanding of different Higher Education opportunities and processes internationally.
- Continuing to develop relevant support material for students and parents in relation to Higher Education and careers
- Provide information and presentations to the Secondary staff to educate them in matters relating to higher/further education matters and student subject choices
- Develop the use of BridgeU to streamline applications
- Develop a continuous curriculum in careers education from Y7 to Y11 and into A Level/Intermediate

**The post holder has an individual responsibility to safeguard and promote the well-being of children and young people.**

The University and Careers Counselor will normally be expected to teach to a maximum of 40% timetable.