

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Careers Counsellor	Reference: January 2024
Function/Department	Secondary School - Careers Department	Location: AIS
Manager Title	Head of Careers	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

The role of the Careers Counsellor is to advise students and parents through the college application process and provide guidance on their post 16 academic pathway (IB and HSC) and plans in relation to their future post-secondary goals.

## Responsibilities

- Working with an assigned caseload from Grades 10-12
  - Keeping individualised digital records
  - Advising new and continuing students with curriculum and course selection ensuring prerequisites are met
  - Meeting students, individually and in groups, to talk about processes and university/college choices assisting their capacity for reflection, decision making and self advocacy
  - Working with students on applications, including giving feedback on required writing
  - Meeting and assisting students with college admissions during military or gap years
  - Creating documentation to support future university and other applications
  - Writing recommendation letters using information from parents, teachers, school records, and students
  - Tracking destination decisions, statistics, and data for reporting purposes
- Working with internal stakeholders
  - Liaising with staff on recommendation letters
  - Monitoring academic progress and meeting of graduation requirements for individuals, in collaboration with the Senior Learning Coordinator and Assistant Head of School for Academics
- Working with external stakeholders
  - Meeting with and serving as liaison between students and college admissions representatives on campus and online
  - Educating parents about universities/colleges worldwide, the admissions process, trends, issues, procedures and testing
  - Assisting in keeping parents informed through newsletters about test dates, university/college and related events
- Other
  - Maintaining membership in professional organisations
  - Representing the school at relevant conferences and events
  - Proctoring pre-university and career specific testing
  - Additional duties during specific events as requested by line manager(s)

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

## Position Requirements

- Excellent written and verbal communication skills
- Strong organisational ability and the ability to meet deadlines
- Experience in university/college admissions around the world, or high school college counseling is preferred
- Understanding of the International Baccalaureate Diploma (IBDP) and Higher School Certificate (HSC) preferred
- Strong interpersonal communication
- Familiarity with the goals, objectives, and mission of an independent college preparatory school
- Ability to respond effectively to the needs of a diverse and demanding student and parent population
- Knowledge of universities/colleges, their academic programs, admission policies, financial policies and procedures

## Qualifications & Experience

- Bachelor's degree or equivalent is required
- Master's degree in the relevant field preferred
- At least three years' experience in an international environment required
- Minimum 3 years in an Academic and College Counselling role required
- Experience advising students on Australian pathways
- Experience advising students with UCAS and the CommonApp
- Experience advising students to various countries around the world
- Experience advising student with scholarships
- Experience with accommodation applications

## Contacts

- Students
- Parents
- Head of Careers
- Head of Secondary
- Career Counsellors

## Working Conditions

- Working hours 8am to 4pm, Monday to Friday, plus occasional staff meetings and trainings
- School holidays are paid and free; some monitoring and responding to emails is expected



## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Other benefits including relocation and housing depending on terms of employment
- Reference Check: **Required**
- Background check: **Required**