

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.

Position Title	Head of Careers and University Counselling	Reference: June 2024
Function/Department	Secondary	Location: AIS
Manager Title	Head of Secondary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

- The Head of Careers and University Counselling at the Australian International School (AIS) Singapore is responsible for guiding students in their career and higher education pathways. This position aims to support students in making informed decisions about their future careers and university choices, aligning with the school's mission to equip our students enabling them to flourish in life and to make a difference for good.

Responsibilities

This role supports the school's vision as AIS strives to be a globally recognised centre of educational excellence whose students consistently exceed expectations and are committed to addressing the needs of our world

Key Responsibilities

- Provide individual and group counselling sessions to assist students in career planning and university applications.
- Develop and maintain relationships with universities and colleges globally to facilitate student placements.
- Organise career fairs, university visits, and informational sessions to expose students to various career and educational opportunities.
- Collaborate with faculty and administration to integrate career education into the broader curriculum.

Responsibilities

- 1. Career and University Counselling:**
 - Provide personalised counselling to students on career options and university admissions.
 - Assist students in understanding the requirements and processes for various educational and career paths.
- 2. Program Development and Management:**
 - Develop and implement comprehensive career and university counselling programs.
 - Organise and oversee events such as career fairs, university visits, and workshops.
- 3. Collaboration and Communication:**
 - Work closely with teachers, administrators, and parents to support students' career and academic goals.
 - Maintain and enhance partnerships with universities and colleges worldwide.
- 4. Resource Management:**
 - Manage and update resources related to careers and university admissions.

- Provide training and support to staff on career counselling processes.
- 5. Student Advocacy and Support:**
 - Advocate for students' needs and aspirations in career and university planning.
- 6. Teaching Responsibilities:**
 - Teach a subject relevant to the school's curriculum, ensuring students receive a well-rounded education.
- 7. Managerial Responsibilities:**
 - Lead and manage a department composed of Careers Counsellors.

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

- 1. Knowledge and Expertise:**
 - In-depth knowledge of global university admission processes and career counselling techniques.
 - Understanding of the latest trends and developments in higher education and career guidance.
- 2. Skills:**
 - Excellent interpersonal and communication skills.
 - Strong organisational and program management abilities.
- 3. Abilities:**
 - Ability to build and maintain relationships with universities, colleges, and other educational institutions.
 - Capacity to work collaboratively with a diverse group of stakeholders, including students, parents, faculty, and external partners.
 - A proven ability to lead and manage a team.
- 4. Behaviours:**
 - Demonstrates empathy and sensitivity in counselling students.
 - Maintains a proactive and positive approach to problem-solving and student support.
- 5. Compliance:**
 - Adherence to all relevant safeguarding, child protection and school policies.

Qualifications

- **Experience:** Experience in career counselling and university admissions, preferably in an international school setting.
- **Education:** Bachelor's degree in education, Counselling, Psychology, or a related field.
- **Licensing/Certification:** Relevant counselling certifications or licenses are advantageous.

Contacts

- **Students:** Provide individual and group counselling, support, and guidance.
- **Parents:** Communicate regularly to provide updates and support on students' career and university planning.

- **Faculty and Administration:** Collaborate to integrate career guidance into the curriculum and address student needs.
- **Universities and Colleges:** Establish and maintain relationships to facilitate student admissions and placements.

Working Conditions

- Official working hours 8am to 4pm or as required
- Occasional weekend or evening work including department meetings or professional development

Terms of Employment

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- 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**