OUR MISSION
UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum.

OUR VALUES
Unique · Inclusive · Successful · Globally Aware

• **JOB DESCRIPTION** 职位描述

College Counsellor

Secondary School *– Full-time – Academic year, 2027-2028*

Position 职位	*College Counsellor*
Division 部门	*Secondary School*
Reports to 直属上级	*Head of School, Head of Secondary*
Liaises with 联络对象	*Students, Parents, UPTA, and extended UEF Community*
Contract 合同类型	*Overseas - Full-time - Initial Contract is 2 Years*
Start date 入职日期	*July,2027*
Location 工作地点	*Utahloy International School Guangzhou, 800 Sha Tai Bei Road, Baiyun District, Guangzhou*

01 Overview of the Role 职位概述

The College Counsellor is responsible for administering all aspects of the university preparation programme at UISG. She/he should be a good counsellor with exceptional intercultural and interpersonal communication skills to ethically manage the university preparation programme. She/he should be able to provide professional expertise, high quality counselling for students and parents, and make effective use of resources.

A time allowance is associated with this position.

In this role, your immediate Managers are the Head of School and Head of Secondary.

02 Key Responsibilities 主要职责

Key CIS and IB Standards associated with this role
CIS E8 - The school offers university/college counselling, assessment, referral, educational and career planning guidance suitable to the age/maturation of all the students in its care.
IB - Student support 4: The school provides guidance and support that help students succeed in its IB programme(s) and plan for the next stage of their educational and/or career-related experiences. (0202-04)
Student support 4.1: The school implements and reviews systems and processes to provide advice and guidance

to students on programme choices, careers and/or additional education opportunities as they move further in their learning. (0202-04-0100)

Oversee the general development of the university preparation programme at UISG

- Manage and administer the University Preparation Programme at UISG
- Update the university preparation handbook and college counselling materials
- Seek to improve the University Preparation Programme
- Deploy the online college application programme to best assist students in their university research.
- Deploy appropriate college and career software and programmes to assist students in college and career exploration.

Educate students and parents about the college admissions process

- Inform parents through individual parent meetings, semester newsletters, parent workshops and other methods about the college admissions process
- Provide opportunities for parents to learn more about the university application process at Parent Teacher Conferences, Open Day, and other school events
- Push into Life Skills Sessions throughout the school year to provide university preparation lessons to Year 11 students
- Push into Year 7, 8, 9, and 10 Life Skills lessons to provide career exploration and college preparation information sessions
- In conjunction with the DP Coordinator, complete information sessions Year 10 students to assist them in choosing appropriate classes for their career goals
- Provide information to students and parents about admissions tests, recommendation letters, transcripts, interest exploration, college search, scholarships, and college essays

Develop a positive reputation of UISG by engaging in ethical college counselling practices

- Strive to follow NACAC and IACAC guidelines for ethical university counseling
- Help administration staff to understand application requirements in regard to official school documents, and encourage ethical practices regarding transcripts, recommendation letters, and other official school documents
- Educate and counsel parents to engage in ethical university application practices
- Maintain student confidentiality in accordance with NACAC standards

The role also includes other duties and projects as assigned by the Superintendent or Head of School.

03 Qualifications & Experience 任职资格

Essential 必备	Desirable 优先
• Bachelor's degree or higher. • A minimum of two years of working experience in college admissions, counseling and career guidance. • A valid teaching license or certification. • High proficiency in spoken and written English.	• Experience in the international school context with preference to those with IB. • IB official training or certification. • Strong network with university admissions officers.

04 Knowledge, Skills & Abilities 知识与能力

- Knowledge of the IB curriculum framework.
- Knowledge of university admissions processes.
- Designs and facilitates inquiry-based, student-centered learning experiences.
- Strong organizational skills and ability to manage multiple deadlines and student caseloads.
- Adapts to changing circumstances, curricula, and student needs while embracing innovation.

05 Child Protection & Codes of Conduct 儿童保护与行为准则

- Follow the UEF Child Protection Policy and UISG's codes of conduct as outlined in the Academic Staff Handbook at all times.
- Complete all required safeguarding training and report any concern promptly to the Designated Safeguarding Lead.
- Follow the UISG Acceptable Use Policy and the school's social media guidelines.
- Collect, store and share student and staff information in line with UEF policy and China's Personal Information Protection Law (PIPL).

> **Our commitment to safeguarding**
> UISG holds itself to the highest standards of child protection. All staff working with children require criminal record clearance and successful background checks from their country of origin and, if different, their country of current residence.

06 Communication 沟通

- Promote the profile of the school and Utahloy Group through initiatives and events.
- Maintain clear, timely, and professional communication with colleagues, students, families and university representatives.

07 Commitment to Reflection & Improvement 反思与成长

- Take part in UISG's staff professional development program.

- Seek opportunities to extend expertise and keep up to date with current thinking in the field.
- Participate in, in-service activities, external courses, and conferences as appropriate.

08 Active Involvement in the School 积极参与学校发展

- Support and promote the school's Mission and Values.
- Maintain supportive professional relationships with the school community.
- Participate actively in school improvement initiatives.

09 Working Conditions 工作条件

- The role involves a minimum of one ECA per week.
- The role involves weekend events such as Open Days, New Family Orientation, UPTA meetings and IFOL, and occasional student events such as field trips, school camps etc., as needed. These events are usually listed on the approved School Calendar and will be announced in advance.

This job description sets out the main duties of the role. It is not exhaustive and may be reviewed and updated by the line manager in consultation with the post holder to reflect the changing needs of the school.

DOCUMENT CONTROL

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