



WYCOMBE
ABBNEY

Job Description – American and International Universities Counsellor

- Aim:** The American and International Universities Counsellor is responsible for advising on and facilitating all aspects of post-secondary planning for those pupils intending to apply to universities in America and internationally.
- Reports to:** Director of Sixth Form
- Hours of work:** This position is to work all year round for 3 days per week. Hours will need to be flexible to support the Boarding School environment and will include evening work.
- Salary:** £35,000 - £40,000 pro rata
- Other benefits:** Lunch during Wycombe Abbey term time.
Use of the Davies Sports Centre at specified times.
Accommodation may be available if required.
- Holidays:** 25 days (pro rata) of annual leave to be taken in School holidays.

Areas of Responsibility:

- Counsel and guide students and their parents, in both group and individual meetings.
- Assist with all facets of the university application process (e.g. monitoring and processing applications, proofing essays, providing academic advising, calling institutions as appropriate in support of students' candidacy, advising teachings on recommendations etc.)
- Liaise with university representatives
- Write detailed school recommendations for each student
- Work with the Sixth Form pupils with applications to summer programmes
- Collaborate with classroom teachers and parents on a regular basis
- Participate actively in the life of the School, through attendance at events, committee membership and leadership of extracurricular activities
- Plan and participate in evening programming for students and families regarding the university admissions process
- Attend conferences and visits to maintain up-to-date knowledge of university campuses and trends in higher education and to represent Wycombe Abbey
- Manage the production and upload of documents in support of applications

Person specification

Specialist Knowledge and Experience

- Bachelor's degree
- Substantive experience in either US university admissions or secondary school university counselling
- Broad-based knowledge and understanding of current trends in university admissions and higher education
- Knowledge and understanding of international and/or independent school communities
- Excellent technology skills and proficiency with databases

Desirable Knowledge and Experience

- Advanced degree
- Experience of working with a professional admissions/counselling organization such as IACAC
- Knowledge of global admissions processes
- Experience working in an international/independent School environment

Reliability

- Honest, trustworthy and reliable

Attention to Detail

- Ability to work to a high level of accuracy and will an eye for detail

Team Working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team
- Willingness to contribute to School life outside of the classroom

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience
- Able to maintain confidentiality

Customer Focus

- Able to build rapport easily, putting the customer first and to work hard to meet their needs

Organisation & Resilience

- Ability to remain calm under pressure, organise time effectively, prioritise workload and meet deadlines

Flexibility

- Ability to adapt to changing demands and conditions with the clear understanding that the Boarding School environment is a round the clock operation requiring a flexible working approach
- Willingness to adapt and acquire new skills

Special Conditions

- Appointment is subject to an enhanced level Disclosure & Barring check (formerly Criminal Records check)

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.