

Head of Guidance Counselling

The core purpose of this position is to lead the counselling department in the college/university application and admission process with the goal of providing a comprehensive college/university and career counselling programme to Secondary School students (Grades 9-12). This will include the provision of support services including consultation with students, parents and staff on all aspects of college/university and career planning.

Line Manager:

Secondary School Principal

Essential Responsibilities:

The Head of Guidance Counselling oversees the International School of Paris non-therapeutic counselling programmes:

- Lead the Guidance Counselling department in establishing most effective methods of counselling by developing and implementing a strategic vision
- Gather and analyse data, from students, parents and faculty, in relation to the quality of the Secondary School counselling and participate in the development of action plans to grow and develop the manner in which students access counselling services
- Represent the counselling department at a school wide level, attending Heads of Department meetings as required, and working on plans with the Secondary School Leadership team as needed
- In particular, working with the IBDP Coordinator and the Secondary School Leadership Team to ensure that students are advised on the alignment of their Diploma Programme Choices with their future goals
- Participate in goal setting and the professional development of department members and provide feedback to the Secondary School Principal for evaluation
- Work in collaboration with the Secondary School Principal and Leadership Team and/or counselling team to address parent or student concerns pertaining to counselling
- Develop agreements (approved by the Secondary School Principal) addressing how the counselling program will be organised and what its goals are
- When appropriate, assist with the hiring of new counsellors for the department
- Organise, supervise and/or coordinate visits to and from various universities and colleges
- Organise, supervise and coordinate the career day
- Actively support the work of the Work Experience Programme Coordinator
- Develop relationships with the network of university Admissions Officers at universities and colleges around the world (especially those most popular with ISP students)
- Work with Grade 9 to 12 students to help them identify, advise and coordinate the most appropriate and rewarding tertiary educational courses to meet their individual interests and needs

Administration

- Organise and present information sessions for students in Grades 9 to 12 and their parents, to give an overview of different university systems and their various application processes
- Maintain an overview of each cohort's progress in the Guidance Programme
- Ensure that Guidance Counselling is clearly coordinated and that student guidance data is shared with and is available to all counsellors



- Plan and present at parent meetings when required

- Manage the on-site standardized testing programs
- Chair regular department meetings
- Work with a cohort of students to provide individual counselling to support students in course selection and college / university readiness
- Work together with the department to ensure academic records are up to date and assure that all counsellors and additional appropriate staff have access to student files
- Administer the update and maintenance of college and career resources as well as its availability to students and parents
- Secure the preparation of transcripts as required
- Lead communication with students and parents/guardians through various means, including newsletters, emails and school website to keep them informed of upcoming events including but not limited to testing dates, college visitation dates and deadlines for filing applications
- Support the Wellbeing and ISP Advancement Teams in transitioning students to the Alumni Programme and life after school

University/College Applications:

- Work with the relevant members of the Wellbeing Team to ensure that there is a complete and coherent university-prep programme
- Advise and assist students during their university application process for colleges and universities world-wide including but not limited to the following:
 - Providing guidance and assistance to students on personal statements, college application essays and all other aspects of applications
 - Writing college counsellor references as and when required
 - Overseeing the submission of applications, including the coordination, collection and mailing of all documentation, including teacher recommendations, counsellor evaluations, school references, transcripts and reports
 - Providing students with information about and assistance in applying for financial aid in tertiary institutions around the world
 - Follow-up with students and parents as needed to ensure that dates and deadlines for university applications are met, including working to ensure that parents fully informed throughout the application process
- Keep accurate records of applications, decisions and attendance of universities
- Prepare information that can be used on the school website and in school brochures.
- Assist students with university options when IB results are reported. This requires the counsellor to be available to parents and students over the summer holidays, and in school for two weeks after the issue of results by the IB.

External Assessment and Examinations

- Administer external assessments and examinations which may include the following:
 - A career profile test to students in Grade 10. Meet individually with students and their parents to discuss the results of the profile and the implications regarding university and IB course selection
 - External university entrance examinations such as the SAT including supervision and registration.

tests and interviews

- Coordinate and organize appropriate preparation courses for university admission

Professional Qualifications and Qualities:

- Bachelor's degree
- Minimum of five years of successful international university/college counselling experience at the Secondary School level, preferably at an international school
- Experience with and an understanding of the IB Middle Years and Diploma Programmes, including familiarity with university recognition policies for the IB Diploma is advantageous
- Demonstrated leadership experience with success in building collaborative teams
- Demonstrated success in establishing strong working relationships with students, parents, teachers and administration
- Demonstrated ability to work with diverse school population preferably in an international environment
- Detail-oriented with strong organizational, time management and multi-tasking skills
- Experience and competence in communicating with parents and students in large group settings
- Excellent interpersonal and communication skills in English, both verbal and written
- High level of IT competence – working knowledge of ManageBac would be a plus.

Contract :

The Head of Guidance Counselling will be working over 190 days from September to August including 6 periods of teaching/week.

Travel and work during times of school closure may be required together with occasional work on evenings and weekends.

The salary will be competitive and depend on experience and qualifications.

Preferred starting date: August 2020

Please send a two-page maximum curriculum vitae, a two-page maximum cover letter, and names and e-mail addresses of three professional referees including your current line manager to jobs@isparis.edu by June 1st, 2020.