



Job Description and Person Specification

Job Title: College Counselor

Reports to: Director of College Counseling

Based at: TASIS The American School in England, Coldharbour Lane, Thorpe, Surrey, TW20 8TE.



College Counseling Department Philosophy

To facilitate the post-secondary, college/university selection approach while maintaining the focus on the needs of the student and their family, and to help embolden students to take ownership over their application process and pathways.

Brief Overview of Role

Work in collaboration with school leadership, faculty and key stakeholders in response to the post-secondary exploration and application needs of students through advocacy, consultation, teaming and professional development to provide every student with a comprehensive program based on identified school-wide needs analysis and best practice.



General Responsibilities

Assist and Implement Campus-Wide College Counseling Program

- Advocate for and deliver student experiences and activities that broaden student perspective towards post-secondary opportunities;
- Facilitate regular communication with parents, students, and faculty;
- Facilitate student development through comprehensive program:
 - Academic Domain:
 - Collaborating with Upper School Administration during course selection process with Grade 9-12 students (and parents) to prepare them to meet university entrance requirements;
 - Career Domain:
 - Provide group workshops to facilitate university and career development;
 - Help to interpret results for Morrisby and Maia Learning Career Assessments with students;
 - Global Perspective Domain:
 - Support students to identify resources available to support transition to post-secondary pathways, including re-entry and repatriation support; and
 - Personal/Social Domain:
 - Collaborate with TASIS School Counselors and the PSHEE program in development of a comprehensive college counseling program.

Individual Student Planning and Support

- Advising students and families on the application processes for universities around the world, focusing primarily on applications from the United States, Canada, the United Kingdom and European universities;
- Supporting students to create individualized testing plans related to individual post-secondary plans;
- Help students understand career assessment and external testing results as they relate to post-secondary options, planning and decision making;
- Involve parents in the individual planning process for post-secondary goals;
- Writing comprehensive and individualized letters of recommendation; and
- Help students to create a college list that encompasses best fit.

Collaboration Within the School Community

- Collaborate with the College Counseling team to develop and implement an effective and well-rounded College Counseling program;
- Developing programs and workshops for parents and students;
- Advising faculty in their writing of college recommendations; and
- Liaise with the Admissions team as necessary to review and support student applications.



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Collaboration Outside the School Community

- Develop a keen understanding of world-class universities, their target student demographic and profiles, scholarships and grants and strategic plans;
- Visiting university campuses to further develop relationships to support the TASIS College Counseling Programming;
- Professional engagement with external organizations that support international post-secondary planning;
- Attending conferences for professional development and building external relationships related to College Counseling such as NACAC, International ACAC, UCAS and CIS Global Forum for International Admission and Guidance;
- Attending regional events for College Admissions Counselors (London Area College Counseling Meetings, etc.);
- Developing a network of contacts both within admissions offices and with fellow College Counselors; and
- Host campus university visits through individual admissions representative visits, university fairs, workshops and sessions.

Participation in Campus-Wide College Counseling Curriculum

- Participate in an annual review and audit of the TASIS College Counseling Program, which includes feedback from student and alumni surveys to modify where and when necessary;
- Maintain a yearly calendar to organize and reiterate programming on campus as well as university and careers advising calendars;
- Strategically reviewing and improving the College Counseling program each year in alignment with best practices and trends;
- Establish and maintain lines of communication to plan, evaluate and revise the College Counseling curriculum and programming with all stakeholders; and
- Learning to maintain accurate data.

Safeguarding Responsibilities

- To know the identity of the School's Designated Safeguarding Lead and Deputy;
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- Be aware of the School's Safeguarding Policy and to follow its requirements;
- Attend training relating to Safeguarding of Children;
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued; and
- Create safe and secure learning environments.

The School is fully committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Person Specification

Qualifications/Professional Bodies

Essential:	Desirable:
BA/BS University Degree	MA/MS University Degree
NACAS and International ACAC Membership	International conference and professional learning participation

Skills and Experience

Essential:	Desirable:
Experience in selective College Admissions and/or College Counseling	Experience in an international College Counseling or College Admissions environment with domestic and international students
A detail-oriented approach to work	Knowledge and understanding of the AP and IB curricula
Willingness to continually learn about university systems throughout world, specifically admissions trends and entry requirements	Previous experience explaining the significance of external exams for post-secondary planning (ACT, SAT, PSAT, Pre-ACT, AP,IB, TOEFL and IELTS)
Ability to meet deadlines	Knowledge of the special needs of cross-cultural families and students
	Ability to analyze data from student and alumni surveys to aid in reflections to improve program

Skills/Knowledge

Essential:	Desirable:
IT literate in Microsoft Office Suite and the Google Suite	Experience using Maia Learning
Strong verbal and written communication skills	Psychometric assessment training (Morrisby, etc.) and implementation
Knowledge of how to use the UCAS Advisors' portal, Common App and other major application systems	Experience delivering workshops for all stakeholders related to post-secondary and career planning
Organized and able to meet deadlines	

Personal Attributes

Essential:	Desirable:
Committed to lifelong learning	Embraces TASIS England Mission
The desire and ability to work with a team of colleagues	
An interest in professional growth and development	
Flexibility and the ability to multitask	
Adaptable and creative with a proven ability to motivate students	
Committed to safeguarding children and young people	
Committed to supporting a diverse, equitable and inclusive educational and working environment	