

# The American School in London

## **Dean of University Advising**

**Reports to:** High School Principal

**Hours:** full-time

**Start date:** 1 July 2026

**Salary:** competitive based on qualifications and experience

**Contract:** This is a 12-month position, with 32 days of annual leave, 8 UK bank holidays, and 5 school closure days

**Application Process:** Interested applicants should apply via the School's website (not applicable for internal candidates), and submit a cover letter, resume, statement of university advising philosophy, and 2 sample counsellor recommendation letters to [employment@asl.org](mailto:employment@asl.org).

**Closing Date:** January 18, 2026

## **Overall Purpose:**

The Dean of University Advising serves as the leader of the Office of University Advising, providing strategic direction and oversight for all post-ASL planning initiatives. The Dean supervises three University Advisors (UAs) and is a member of the High School Leadership Team, collaborating closely with the High School Principal, Assistant Principal, and Director of Student Life to support the mission of the school by empowering students to know themselves, to navigate the university advising process and post-secondary opportunities, and to discover purpose at ASL and beyond. The Dean leads this work in collaboration with all constituencies to help each student craft a vision for their future and make informed post-secondary decisions.

In addition to leadership responsibilities, the Dean maintains a caseload of students (and their parent/guardian(s)), in both the senior and junior classes, advising, monitoring, and guiding them through the post-ASL planning process from halfway through junior year until post-graduation. The Dean advises approximately 25-35 students in the senior class, and then begins to advise 25-35 juniors in the December of their junior year. The Dean is also the de facto University Advisor for the 9th and 10th grade classes. The Dean is responsible for managing systems, ensuring compliance with ASL graduation requirements, UK graduation requirements, and Middle States Association compliance.

## **Summary of Major Responsibilities:**

## Leadership and Management

- Provide strategic leadership and vision for the Office of University Advising
- Supervise, mentor, and evaluate three University Advisors, fostering professional growth and team cohesion
- Serve as a member of the High School Leadership Team, collaborating closely with the High School Principal, Assistant Principal, and Director of Student Life to align university advising with broader school goals and pastoral care initiatives
- Collaborate with the Dean of Admissions to ensure alignment between university advising and school admissions initiatives
- Manage and optimize systems for university advising, including databases, organizational platforms, and communication protocols
- With the registrar, ensure all students meet ASL graduation requirements, UK graduation requirements, and Middle States Association graduation requirements
- Oversee the distribution of student caseloads among the university advising team
- Lead UA team meetings, setting agendas and driving continuous improvement

## University Advising and Student Support

- Counsel and guide students and their parents/guardians, in both group and individual meetings, on the many options post-ASL
- Guide and monitor students through the application process for university admission in the US, UK, and other countries, and/or other post-ASL opportunities
- Write detailed counselor recommendations and/or references for each student as needed
- Design and implement comprehensive parent education initiatives on university advising, admissions processes, and post-ASL planning
- Work with grade deans, advisors, and faculty as part of the annual academic and extracurricular course schedule planning sessions with students and parents/guardians
- In collaboration with the Director of Student Life and the Director of ASL's WorkX program, design lessons for the advisory program that frame future planning and potential career pathways
- Collaborate with the High School Leadership team as needed to support students who may need to consider different pathways to graduation

## Professional Development and External Relations

- Publish and maintain the school's University Advising Profile, ensuring accurate and current information about ASL's academic programs, graduation requirements, and post-secondary outcomes. Maintain university advising statistics for the school and undertake internal and external reporting responsibilities to different constituencies.

- Meet with university representatives, visit universities, attend conferences, and generally keep abreast of changes and updates in all aspects of US, UK, and international university admissions
- Represent ASL at professional conferences and maintain active membership in organizations such as IACAC or NACAC
- Participate actively in the life of the School through attendance at events, committee membership, and leadership of extracurricular activities
- Any other duties as are within the scope, spirit, and purpose of the job, as requested

#### **Required Skills and Experience:**

- Substantive professional experience in global college counseling, university advising, or college admissions
- Demonstrated supervisory experience managing professional staff
- Proven track record of leading and developing comprehensive college counseling or university advising programs
- Excellent interpersonal and counseling skills in working with students, parents, and faculty in settings or with diverse, multinational student populations
- Strong understanding of US university admissions, UK university admissions, and global university admissions practices
- Experience managing systems, statistics and databases in an educational setting. Familiarity with websites such as MAIA, Bridge U., Cialfo, or Unifrog
- A desire to work in a team-focused, community environment and demonstrated ability to lead collaborative teams
- Strong understanding of adolescent development
- Demonstrably strong oral and written communication skills
- Willingness to contribute to school life outside of the classroom
- A proven commitment to the safeguarding and welfare of children

#### **Desirable Qualifications/Experience:**

- Familiarity with technology including MAIA and the Veracross student information database
- Deep understanding of American curricula and pathways, and the Advanced Placement program
- Knowledge and understanding of international and/or independent school communities
- Active membership in IACAC or NACAC with demonstrated engagement in professional networks
- Experience serving on school leadership teams
- Advanced degree in counseling, education, or related field

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our [Diversity, Equity and Inclusion statement here](#).