



## JOB DESCRIPTION

<b>LOCATION</b>	<b>Renaissance International School, Saigon</b>
<b>JOB TITLE</b>	<b>Year 7-13 Pastoral and University Guidance Counselor</b>
<b>JOB PURPOSE</b>	As a University Counselor at Renaissance International School in Saigon, you will play a vital role in providing support and guidance to students applying for Higher Education. Reporting to the Head of School, you will work closely with students, fellow teachers, and families to create an engaging and supportive environment.
<b>REPORTING TO</b>	<b>Head of Secondary School</b>
<b>PACKAGE</b>	<b>Competitive and to be discussed at interview</b>
<b>SAFER RECRUITMENT PRACTICES</b>	<p>Renaissance International School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Where possible, interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p> <p>All staff are required to manage effective personal development as part of the school's commitment to invest in staff as the key resource in the organisation.</p> <ul style="list-style-type: none"> <li>• Each individual must ensure that they meet their statutory responsibilities and school policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.</li> <li>• Hold a current Criminal Background Check or International Police Check or equivalent for the country the applicant is coming from and your home country.</li> <li>• Any other appropriate duties as allocated by the Head of Section and/or Head of School</li> </ul>
<b>MISSION STATEMENT</b>	<p><b>School Mission:</b> As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive, and challenging environment.</p> <ul style="list-style-type: none"> <li>• <b>Exceptional Experiences:</b> It is our belief that children only have but a short period in education. We seek to make the most of this time. All that we do for students, parents and faculty is designed to deliver exceptional experiences that provide true meaning and fulfillment, professionally and educationally.</li> <li>• <b>Outstanding Teachers:</b> We celebrate diverse cultures and promote global citizenship, fostering a respectful and inclusive environment. We equally recognise the need for educators to display excellence in their teaching and learning practice.</li> <li>• <b>First Class Facilities:</b> The school is committed to constant refurbishment and enhancement of facilities to provide a safe and exciting environment, most conducive to students' development.</li> <li>• <b>Unparalleled Service:</b> We believe that all stakeholders deserve to receive levels of service that makes them proud to belong to the Renaissance International School community. Empathy and attention to detail are hallmarks of this commitment to service quality.</li> </ul>

**General Responsibilities:**

Communicate effectively with the school's stakeholders, being an ambassador for the school at all times.

To offer advice on the full range of university guidance issues to students in Years 11 to 13, and their parents, through individual meetings, workshops and PHSE lessons. These issues include:

- Supporting students in conducting university research;
- Advising on country specific and individual university application procedures;
- Providing information on financial aid and scholarship opportunities;
- Conducting Morrisby and other similar careers assessments, advising on possible career paths;
- Suggesting strategies for strengthening application profiles;
- Providing feedback on multiple drafts of students' personal statements, essays, letter of motivation and/or CVs;
- Help students troubleshoot their application including contacting universities, where necessary.

**Administration & Communication**

- Maintain contact with university representatives from around the globe, British Council staff and consulate officers in HCMC responsible for university promotion from their countries;
- Plan and host events for visiting universities, including university fairs, in person and online. This may include working with other schools and helping students access fairs in other city venues;
- Track and monitor students' applications, collate data on university placements and fulfil requests for this data including the annual graduate destination report and any publications required;
- Support the processes for producing and submitting teacher recommendations and predicted grades for school transfers and university applications;
- Support the processes for counsellor and school recommendations for school transfers and university applications including, when appropriate, production to first draft;
- Produce and send transcripts and other documentation relating to university applications and school transfers with a high level of accuracy;
- Assist in the administrative processes associated with IGCSE and IB Diploma choices;
- Help with any marketing requests relating to University applications;
- Arrange translation services for Korean/Vietnamese parent meetings and events related to University guidance;
- To undertake any other reasonable tasks related to university guidance as requested by the Pastoral Counsellor, the Head of School or Head of Secondary.

The University Guidance post holder will be required, where required, to provide students with some guidance and written support over the summer period. The postholder is not expected to come into work during summer when the support may be needed, but to make themselves available as need dictates.

**Alumni**

- To maintain the alumni contact list and Facebook group.
- To organise alumni events and opportunities for alumni to share their university experiences with current students.

**Child Protection:**

- Ensure Safeguarding of all students by:
  - Passing all Child Protection issues onto the Designated Safeguarding Lead.

**Personal Development**

- Initial training and ongoing support will be provided to enable the postholder to undertake this role with increasing autonomy over a 12-month period;
- Continual development through the identification and implementation of your own Professional Review and Development needs to include:
  - Continually striving to improve performance;
  - Setting and working towards targets with the Pastoral Counsellor, linked to the department and school Strategic Development Plans.

All staff are required to manage effective personal development as part of the School's commitment to invest in staff as the key resource in the organisation.

- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Head of School or other direct line managers

<b>PERSON SPECIFICATIONS</b>	
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>• Master's degree/ BEd degree or similarly recognised degree plus PGCE/QTS</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of College/ University Counselor position for at least 3 years</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge of American, Canadian, Australian, Korean and UCAS (UK) universities and application systems and processes</li> <li>• Knowledge of Global application systems, especially American, Canadian, Australian, Korean and UK processes</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Secondary Teaching experience in IB</li> </ul>	Highly desirable
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Be approachable, warm, resilient and good humoured</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Highly developed ICT skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Have excellent communication skills, both verbal and written;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Advanced research skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Have excellent organisational skills, being able to prioritise and manage a varied workload</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to liaise and collaborate confidently with students, parents and teachers</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Be proactive and seek guidance where necessary</li> </ul>	Essential
<b>Qualities specific to a dual-language school</b>	
<ul style="list-style-type: none"> <li>• Relish the prospect of collegial planning and teaching with Vietnamese and English language colleagues</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Strong interest to help others and the ability to inspire respect, trust, and confidence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Be open to new ideas, embracing professional development</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Be creative in the design and delivery of the curriculum</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Demonstrated ability to respond effectively to the needs of a diverse and demanding pupil and parent population</li> </ul>	Essential
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• High levels of personal integrity</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Good organisational and time-management skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to work under pressure and remain calm</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Continually strive for improvement</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Be energetic and prepared to go the extra mile in shaping the school's future</li> </ul>	Essential