

University & Career Counsellor

Core Responsibilities

The Career Guidance counsellor at AL- Rayan International School plays an essential role in supporting students in their career exploration and decision making process. The counsellor assists students in understanding their strengths, interests, and goals and helps them to develop a clear understanding of the career options available to them. The counsellor is responsible for the administration of all aspects of the university / college search and application process. S/he will also be in charge of informing and guiding kids throughout the entire school about college and career options.

As a key member of the Faculty, s/he needs to collaborate with teachers, parents, and other school staff to provide a coordinated approach in supporting students' career development.

Position Demands

- Bachelor Degree with Counselling, Psychology, education or related field. Master Degree preferred.
- Relevant Counselling Certification or experience in providing career counselling services to high school students preferably in IB school or in International school.
- Familiarity with International Baccalaureate (IB) curriculum and educational Philosophy.
- Strong Knowledge in career development theories, assessments and resources.
- Familiarity of IB Curriculum and educational Philosophy
- Excellent Communication skills including active listening, empathy and ability to provide constructive feedback.
- Ability to work collaboratively with the students , parents and other school staff members.
- Ability to maintain confidentiality and Professionalism in dealing with sensitive information.



- Familiarity with Post secondary education pathways, job market trends and industry requirements.
- Ability to adapt to changing students' needs and be flexible in scheduling in service delivery.
- Ability in understanding of the financial and procedural aspects of university admissions overseas, and key countries' visa requirements for foreigners.

Main Duties and Responsibilities

- Provide comprehensive career counselling services to students from Year 9 to Year 13 including One On one counselling session with Year 12 and Year 13 students, group workshops, and presentations on Various Career related topics.
- Guide students in researching and exploring different career options, including understanding the educational and training requirements, job prospects and industry trends.
- Assist students in setting realistic and achievable career goals and develop personalized career plans based on their interest, abilities and aspirations.
- Stay up-to- date with the latest trend and developments in the job market and career landscape and provide relevant information and resources to the students and Parents.
- Organize career fairs, talks and seminars to keep students up to date with the current career trends and job market.
- Help students understand the different pathways to achieve their career goals, including options for post secondary education, vocational training, internship and other relevant opportunities.
- Assess and evaluate students' interest, aptitudes and abilities through the use of assessments, interviews and other tools and help students develop self awareness and clear understanding of their strengths and areas of improvement.



- Provide support in the University and college application process, including guidance on writing essays, selecting appropriate programs, preparing application materials and navigating the admission process.
- Keep track of the career guidance program in BridgeU (beginning in 2022) and use the portal to connect students with Universities.
- Participate in Professional Development opportunities to enhance counselling skills and stay updated with the best practices in career guidance.
- prepare an annual calendar of U&C activities and events in consultation with the Learning leadership team and manage these activities and events over the course of each academic year.
- Teach students how to compose and present an attractive, accurate and high quality curriculum vitae/résumé and Statement of Purpose.
- Following the publishing of IBDP results on July 6th, give parents and students the guidance they need through face to face or online meetings.

Other Duties

- Participate in and supervise co-curricular activities, community service and school functions as assigned by the school..
- Take charge of student leadership initiatives, such as arranging the investiture event, designing the SRC election process, and leadership training.
- Perform any other duties as may be required by the Principal , for the benefit of the school

Working Relationships

- Reporting to, and working with, the Principal on all matters concerning university and career counselling for ARIS students, and via professional interactions developing the means necessary to achieve the outcomes specified in this Job Description



- Reporting to the HR and Operations Manager on school policy issues, contracts and employment.
- Liaising with the Principal on matters pertaining to budgets, and with regard to all logistical arrangements for students' off-campus field trips/excursions, and arrangements for external visitors to ARIS.
- Collaborating productively with other members of faculty, in particular the target students' subject teachers and Program Coordinator in the development of appropriate and effective guidance towards students' U&C objectives.
- Initiating and maintaining external contacts with individuals, potentially useful members of the ARIS community, professional associations, libraries, universities, colleges and local businesses/companies and sponsors as appropriate.

Accountability

- A high success rate in getting students into the universities/colleges best suited to their needs
- Promoting and advocating the ARIS Mission and its commitments as an IB World School, congruent with the IB Standards and Practices.
- Foster, implement and uphold the objectives and philosophy of the school at all times.
- Engaging and building students' enthusiasm, expertise and commitment in the process of identifying their U&C aspirations and planning how their goals/targets/objectives can be reached
- Maintaining up-to-date, detailed, accurate and readily accessible student records through BridgeU and Managebac.
- Actively participating in, and contributing to, appraisal and accreditation programmes.

