



## Career and College Counsellor

### Reports to

Head College Counsellor & HEP

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed as an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

### KEY DUTIES

Emphasizing the development of personalized student learning plans by creating opportunities for self - exploration of potential and abilities leading to placement in universities across the globe.

### BRIEF OVERVIEW ON COLLEGE COUNSELLING DEPARTMENT

The CCD follows a personalized, structured and student-centred approach to empower students to explore their strengths and make informed academic and college selection decision with integrity, independence, and global awareness.

### Student Engagement

Our grade-appropriate, year-round curriculum ensures developmental progression:

- **Grades 8–9:** Self-discovery, career cluster and country exploration, subject selection for IGCSE curriculum and mentor students on out-of-class engagement.
- **Grade 10:** Subject selection for IB Program, awareness on country specific admission requirements, aligning interests with future careers, emphasis on intellectual curiosity & individual meetings to discuss their free time engagement plan.
- **Grade 11:** One-on-one meetings, emphasis on out-of-class engagement leading to holistic skill development, guidance on university & major research, standardized test planning
- **Grade 12:** Apt presentation of application, reviewing essays, interview preparation, guidance in final college selection, alumni connections. Each phase helps students build strong, well-rounded and meaningful university applications across the globe aligned with their aspirations.

### Facilitation of Student Engagement Process:

- Grade appropriate workshops are held for students and parents.
- CIALFO is used to track activities and manage college applications.
- Sessions by peers, seniors and alumni are conducted across grades for mentorship.

### In-house Curriculum

To support our comprehensive College Counselling & Higher Education initiatives, we have developed curriculum for the following in-house programs:

- **HEP – Higher Education Program & CAP – College Application Program:** Age-appropriate workshops and activities are run monthly for Grades 9 and 10 and with greater frequency for

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Grades 11 and 12. These are progressive; encouraging self-awareness, confidence and informed decision-making skills.

- **AEP – Academic Enrichment Program:** Creating a structured, subject-based classification of student programs (2020–2025) to guide Grades 9–11 in strategic participation for stronger, more meaningful skill building activities. Hold external examinations.
- **OBMP – Oxbridge & Medicine Preparation Program:** Guiding students through the Oxford and Cambridge application process and preparing them for the interview. Holding multiple mock interview sessions before they attend the final round.
- **ANP – Alumni Network Program:** Alumni stay closely connected by mentoring students through webinars and seminars, supporting strategic goals, and actively contributing to the school's growth and success.
- **Career & Internship Cell (work in progress):** Career & Internship Cell (CIC) which identifies, facilitates, and supports internship opportunities in STEM, non-STEM, inter disciplinary and social impact sectors for students from Grades 9–12.

## RESPONSIBILITIES WILL INVOLVE

To facilitate the objectives of the department, the team member will be entrusted with certain specific responsibilities in addition to the ones mentioned below on rotation (2-3 years), so as to acquire in depth knowledge and expertise in the department.

- Meeting with students and families from Grade 8-12 as allocated on a one-to-one basis to advise and consult regarding their 'Areas of Personal Growth' and University & College options;
- Academic and non-academic documentation for grades 9-12
- Working on periodic MIS Reports related to student progress leading to University placements
- Writing recommendations for students;
- Processing the university applications for the students allocated to them, including editing and proof-reading students' statements and essays, guidance, transmitting documents electronically or in hard copy as required, and ensuring that accurate, clear, positively oriented applications are submitted, and all deadlines are met;
- Participating in student workshops/ sessions with Grades 8 - 12, encouraging and motivating students to create a credible list of university/college destinations according to their ability, interests and the financial requirements;
- Maintaining accurate and current records of students' applications, the editing that takes place and records of parent meetings and conversations;
- Engage in professional interactions with students, parents and colleagues which are collegial, polite and respectful;
- Practise effective management to meet the varying deadlines of the universities;
- Refer any concerns promptly to the HOD;
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings;
- Attend and participate in regular College Counselling meetings, including sharing the writing of Minutes;
- Develop and enrich professional skills and knowledge by attending seminars, training, conferences and workshops as available and as required;
- Attend all staff meetings;

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- Attend all relevant Parent Teacher Conferences (PTCs)
- Keeping abreast of university admission changes;
- Collaborate with other team members
- Cover for absent colleagues when required;
- Support school events including sports day, drama and music showcases, and graduation;
- Other duties as deemed appropriate by the Principal.