

## Role Definition

**Position:** Careers Counsellor

**Line Manager:** TBA

**Place of Work:** The English School, Nicosia

### Terms and Conditions:

- Full-time Administrative Contract (38 hours per week, Occasional evenings/weekends for fairs, talks and alumni events)
- Annual leave starting from 20 days
- 13th Salary
- Salary Scale: A8–A10–A11
- Provident fund 2%

### Job Description

The Careers Counsellor plays a critical strategic and student-facing role, delivering expert careers guidance that prepares students for successful admission to world-class universities in the EU, US and globally. The role combines one-to-one counselling, curriculum-related advisory services, and strategic leadership in the Careers Office, ensuring that every student receives tailored, data-driven, and globally relevant support in navigating post-secondary options. This includes preparing students for top tier EU and US global institutions.

### Key Responsibilities

#### 1. Strategic Careers Department Development

- Expand the Careers department into a globally oriented, multi-destination guidance hub.
- Integrate support for applications to the US (including SAT/ACT strategy, Common App, essays, financial aid), EU (via UCAS equivalents), and emerging destinations (Canada, Asia, Netherlands, Ireland).
- Lead the development of a parent-facing handbook outlining all services, timelines, and engagement protocols.
- Implement structured one-to-one student meetings at key academic stages (Years 4–7) to enhance parental engagement.

#### 2. One-to-One Counselling

- Provide individualised university counselling sessions tailored to each student's academic profile, goals, and destination preferences.
- Guide students through the full admissions journey: subject selection, super-curricular enrichment, personal statements, interview prep, financial aid, and scholarship applications.
- Create and maintain student portfolios.

### 3. Academic Advisory Alignment

- Work collaboratively with the Deputy Head in charge of the curriculum to ensure subject choices from Year 3 onwards align with global university requirements.
- Advise students on career pathways, super curricula activities like external summer enrichment.
- Assist students with the university application process.
- Assist in the implementation and continuous improvement of formal career guidance standards

### 4. Enrichment and Application Support

- Coordinate mock interviews, US university prep, personal statement/essay writing workshops, and portfolio reviews.
- Liaise with departments to guide students in selecting (a) super curricula activity(ies) that match(s) their interest, inclination and further studies.
- To promote structured academic enrichment, competition/awards explicitly designed to differentiate top tier applicants.

### 5. Data-Driven Placement and Tracking

- Maintain data on university destinations, application success rates, and feedback from alumni to evaluate and improve programme effectiveness.
- Track global university trends and shift guidance strategies accordingly.

### 6. External Relations and Partnerships

- Cultivate partnerships with top global universities and organisations to enhance internship, mentorship, and summer programme opportunities.
- Collaborate with alumni for mentoring, university panel events, work placement and scholarship funding.
- Develop and extend the alumni networks to gain more support for the students and the school.
- Expand structured guidance on US financial support, sports & other scholarships.

### 7. Admissions Test Landscape Management

- Introduce and manage a structured admission test programme to prepare students for success.
- Publish and maintain a "tests by course & country" matrix updated each spring
- Coordinate and facilitate admission test preparation classes.
- Assist in the development of study materials and practice tests aligned with university admission requirements.

### Minimum Qualifications and Requirements

- Educated to degree level and with experience in education, careers counselling, or a related field.
- Familiarity with university admissions, and financial aid processes is highly desirable.
- Proficiency in using databases, social media platforms, and communication tools.
- Strong organisational and communication skills with attention to detail.
- A team player with a proactive mindset.
- Excellent spoken and written command of the English and Greek languages
- Previous relevant experience is an advantage.
- Proficiency in Microsoft Office – especially Word and Excel; knowledge of database management is considered an asset.