



Associate Vice Principal for Higher Education and Careers Counseling

Job Description:

The Associate Vice Principal for Higher Education and Careers is a member of the Senior Leadership Team (SLT), has specific areas of responsibility as outlined below, and reports directly to the Principal/Head of School and Academic Board in all matters.

1. Higher Education and Careers Counseling:

Duties will include coordination, development and supervision of:

The College Counseling Office and its resources, ensuring that the school and its students benefit from the latest available advice, information, print, media and human resources and information technologies.

The College Counseling Coordinator and the College Counselors, ensuring best professional practice, a professional atmosphere and excellent teamwork and collaboration among the staff in the office.

Campus visits and presentations by international university admissions directors, ensuring the positive development of excellent long-term relationships between the school and all local and international universities which visit us.

The counseling and advice given to students of all ages, but particularly to Grade XII students, ensuring that students always feel supported and well-informed.

Communicating frequently, helpfully and accurately to parents, students and staff through newsletters, bulletins, wikis, blogs, handbooks and calendars and in-person meetings throughout the year.

The production of application packages for each student in the school, ensuring the best possible presentation of all data, essays and personal statements, so as to maximize the success rate of the applications. It is essential that the office holder personally proofreads all application packages to ensure that they are word-perfect before they are sent out.

Conducting seminars, workshops, training and information sessions for students, parents and staff on matters related to college counseling and careers, thereby broadening and deepening the understanding of the NPSI community regarding the higher educational options that exist globally. These will include practical sessions with students on resume writing and essay writing, as well as with teachers on recommendation writing. Needless to say, the Vice Principal's command of English needs to be unquestionably solid.

Maintaining clear and accurate records of all admissions data for each student and for the student body as a whole. Producing accurate and enlightening analyses of this data, with specific reference to trends. Developing future plans as a result of these analyses. Identifying areas for improvement and setting in place corrective action plans. Writing an annual report for the Academic Board and advising the Academic Board of the needs of the College Counseling department (including manpower, resources, technology, etc.)

Maintaining the security and confidentiality of data in the office and reporting to the Principal/HoS any concerns about such issues in a timely and proactive way.

Maintaining completely ethical practices in all aspects of the office's work. Investigating any suspected malpractices as and when required by the Principal/HoS. Insisting on academic honesty and procedural transparency at all times.

Promoting and adhering to the educational philosophy of the school at all times, in public and in private, regardless of the context.

Reporting to the Principal in great detail the progress of the department's work, with a specific focus on planning and results.

Developing excellent relationships with students, parents and staff.

Maintaining a professional demeanor commensurate with the position, irrespective of context, on and off campus.

Communicating clearly and effectively the goals of the school and how we will achieve them.

Supporting the SLT as a team player.

Arranging summer school, internship and social service and competitive examination training opportunities for students, as and when requested to do so by the Principal/HoS.

2. PASTORAL CARE:

Responsibilities will include:

Counseling troubled students.

Crisis intervention.

Family counseling.

Liaising with school counselors and outside counseling agencies when the need arises.

Target-setting for students.

Academic, personal and higher educational support and advice for students.

Willingness to work during the evenings and weekends as necessary for the benefit of the students and the school.

There is a general expectation that the office holder will always be available and ready to manage any arising situation at any time, as and when required by the Principal/HoS. A team-oriented approach in senior management is expected.

3. LOGISTICS AND OPERATIONS:

Duties will include:

Helping to design the annual school calendar in conjunction with the other SLT members.

Helping to manage all school events in conjunction with the other SLT members.

Working cooperatively, proactively and efficiently with the SLT on all tasks as assigned from time to time.

Responding positively and effectively to the requirements of the Academic Board, Head of School and Principal.

Being ready and willing to serve beyond the letter of the job description, for the benefit of the students and the school.

4. TEACHING:

The office holder may engage in 6-10 periods of teaching per week in a subject offered by the school.

ADDITIONAL DUTIES:

To carry out proactively and positively all tasks as reasonably assigned by the Principal/HoS from time to time.