



AIGLON
Switzerland

Post of Associate Director of College and Career Counselling

Aiglon College is a British international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting and within a safe, caring and supportive framework. The School is HMC and CIS accredited, and caters for 350 students aged 9-19 representing over 50 nations. Students are prepared for IGCSEs and the IB Diploma Programme.

The school wishes to appoint, for late August 2015, an Associate Director of College and Career Counselling. The ideal candidate for this position would be an experienced college counsellor with expert knowledge of university and college application procedures in the United States, the United Kingdom and throughout the world.

The position will require shared teaching hours with the Director in courses to the 5th form (US 10th grade, UK Year 11), Lower 6th form (US 11th grade, UK Year 12) and Upper 6th form (US 12th grade, UK Year 13), in various terms throughout the year, in addition to offering students personalized guidance on applications, essays, interviewing, standardised testing strategies and more. The Careers department is comprised of a Director, UK university counsellor (part-time) and Office Assistant (part-time).

Effective: Late August 2015
Responsible to: Director of College and Career Counselling

This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Head Master. A summary of the key responsibilities is included below.

JOB OUTLINE

A - GUIDING PRINCIPLES and PROFESSIONAL STANDARDS

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon College
- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance

- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- Participate in the management of the school by attending various team and staff meetings and full school meetings to discuss student progress
- Ensure that all deadlines are met as published and communicated
- Be proactive and take responsibility for matters relating to health and safety.

B – COLLEGE COUNSELLING RESPONSIBILITIES

- Work in partnership with the Director of College and Career Counselling, UK University Counsellor and Careers Office Assistant to build and maintain a comprehensive college guidance programme.
- Develop positive and trusting relationships with Aiglon students in the senior school through personal meetings, workshops and courses
- Guide students in the preparation of applications to the highest quality (editing essays, CVs, supplemental essays, and each application)
- Present to parents at Parents' Weekend with information regarding our program for university guidance and placement, and answering any questions or concerns they may have
- Stay professionally up-to-date on university admission policies, procedures and expectations for entry to schools around the world (predominantly in US, UK, Switzerland, France, Germany, Spain and Italy)
- Maintain open communication lines with students, parents, teachers, prospective families (via email, phone and in-person meetings)
- Complete the school letter of recommendation
- Assist the Careers and Studies offices with July IB results and communicate with families as needed regarding issues with university options
- Coordinate with university representatives visiting Aiglon; network with reps, attend presentations
- Foster and maintain positive relationships with university representatives around the world, in particular with universities that are of keen interest to the Aiglon College community
- Attend the annual CIS Geneva College Fair with the L6th form students, held each Autumn term
- Attend CIS (November in Europe) and OACAC (July in USA) annual conferences for continued professional development and networking with university representatives
- Promote Aiglon College's educational and IB program

C – TEACHING

- Share with the Director the teaching responsibly up to an average of 10 academic lessons per week, in workshop environment for 5th form, L6th form and U6th form students.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment.
- 5th form classes consist of personality/professional profiling tests, general information on US, UK and European admission/application procedures, how

to properly research universities online, and advice regarding IB course selection for the following year.

- L6th form classes consist of an overview of application requirements; drafting of personal essays, personal statements, CVs and other important aspects related to the approaching application process.
- U6th form classes consist of application workshops on the Common Application, UCAS application, and other European applications as needed; assisting students with personal essay and personal statement final drafts, CV final drafts, and general supervision over application completion according to published deadlines. SAT strategy and reminders continue throughout the term.

D - ASSESSMENT, RECORDING & REPORTING

- Maintain notes and plans of lessons undertaken and records of students' work.
- Write detailed reports on students at the end of term; these are sent to parents for updates on their university application process and confirmation of the final college list.
- Attend parents' meetings as published in the Aiglon calendar and programmes of events.

NS – April 2015