DBS

CANDIDATE INFORMATION PACK

Head of Careers and University Counselling

JOB DESCRIPTION

Head of Careers and University Counselling

The Role

We are seeking an experienced, dynamic, and strategic Head of Careers and University Guidance Counselling to lead our dedicated University Guidance Counselling team within the Upper School (incorporating Key Stage 3, Key Stage 4, and the Sixth Form). The successful candidate will lead the strategic vision, design, and execution of a comprehensive, world-class university and careers guidance programme, expanding provision across the Upper School while actively serving as a practising University Counsellor. This leadership role demands expert knowledge of global higher education systems, including the UK (UCAS), US (Common App, holistic admissions, standardised testing, financial aid/scholarships), Canada, Europe, Australia, Asia, and Thailand, alongside a proven ability to lead and line manage a team of specialist counsellors.

The Head of Careers and University Guidance Counselling will work closely with the Head of Sixth Form, Head of Upper School, and the Upper School Senior Leadership Team to ensure all students receive tailored, aspirational guidance to secure places at leading global universities, including Oxbridge, Ivy League, and other highly selective institutions.

The successful candidate must subscribe fully to the core values of the school, demonstrate a commitment to a positive and inclusive school culture, and work collaboratively with a diverse group of stakeholders, including students, parents, teachers, and administrators.



KEY RESPONSIBILITIES

Leadership & Management

- Lead, inspire, and line manage the University Guidance Counselling team (including Careers and University Counsellors), fostering a collaborative, high-performing department.
- Line manage, mentor, and evaluate team members' performance, supporting their professional development and ensuring consistent, high-quality guidance across all year groups.
- Design, implement, and evaluate a coherent 11–18 Careers and Higher Education strategy across the Upper School that aligns with the school's academic vision and ethos.
- Manage the departmental budget, resources, and university application systems (e.g., Unifrog).
- Oversee data tracking and analytics regarding application trends, offer rates, and matriculation outcomes, presenting detailed annual reports to the Senior Leadership Team and Board of Directors.

Main Duties

- Provide individualised counselling to an assigned caseload of Sixth Form students regarding their international university choices, application strategies, personal statements/essays, and career aspirations.
- Expand university and careers guidance provision throughout Key Stage 3 and Key Stage 4, ensuring early awareness of higher education options, subject choices (IGCSE/A-Level), and profile building.
- Oversee and mentor students on university entrance examinations (SAT/ACT, UCAT/BMAT, LNAT, STEP), academic extension activities, research projects (EPQ), and extra-curricular portfolio building.
- Guide students in crafting compelling personal statements, US college essays, and supplementary essays that reflect their individuality and strengths.
- Oversee the writing, preparation, quality assurance, and timely submission of all application materials, references, and transcripts, ensuring adherence to global admissions deadlines and high standards.

Safeguarding Responsibilities

- Actively promote our Unique DBS Vision, which includes a commitment to innovation, creativity, collaboration, and global citizenship, through enthusiastic participation in all areas of School life, including academic, co-curricular, and community activities.
- To foster an inclusive environment that respects, celebrates and embraces diversity across all aspects of the School community.
- Share and support the School's commitment to providing an all-round, outstanding education for all our students that equips them with the knowledge, skills, and values they need to succeed in the 21st century and make a positive impact in the world.
- Always set high expectations for ourselves and our students that inspire, motivate, and challenge us to achieve our full potential, and promote a culture of excellence, resilience, and a growth mindset.
- Have the highest aspirations for all our students' development and achievements, both in and out of the classroom, and provide personalised, differentiated, and inclusive learning experiences that cater to their diverse needs and interests.
- Offer excellent pastoral care for all students that promotes their social, emotional, and physical well-being, and fosters a sense of belonging, respect, and empathy in our school community.
- Respect and support Thai culture, including its traditions, customs, language, and heritage, and promote intercultural understanding, appreciation, and celebration among all members of our school community.



School Values and Ethos

- Actively promote our Unique DBS Vision, which includes a commitment to innovation, creativity, collaboration, and global citizenship, through enthusiastic participation in all areas of School life, including academic, co-curricular, and community activities.
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Parent Engagement & Community Outreach

- Design and deliver a comprehensive calendar of workshops, information sessions, and university fairs for students and parents across all Upper School year groups.
- Conduct informational sessions for parents to familiarise them with international university application processes, entry requirements, financial aid, and scholarship opportunities.
- Maintain regular, transparent communication with parents/guardians regarding their child's academic progress, profile development, and application status.



Global University, Professional Networks & Alumni Engagement

- Build, maintain, and strategically expand relationships with admissions officers and representatives from top-tier universities across major global jurisdictions (UK, USA, Canada, Europe, Australia, Asia, and Thailand).
- Organise visits from visiting university representatives and host global higher education fairs.
- Collaborate closely with the Administration and Admissions teams to design, build, and strengthen a robust, active Alumni Network, fostering long-term engagement with former students globally.
- Partner with Admissions and Marketing to leverage alumni destinations, success stories, and university outcomes to enhance school recruitment, regional reputation, and prospective family engagement.
- Establish an Alumni Mentorship Programme, connecting current Upper School students with university-level alumni for peer mentoring, subject choice insights, global application advice, and internship opportunities.
- Stay updated with changing international admissions policies, global market trends, and standardised testing requirements, communicating these effectively to staff, students, and parents.
- Actively engage in leading professional networks and international associations (e.g., International ACAC, CIS, Council of International Schools, UCAS Adviser network).
- Participate in and lead relevant professional learning opportunities to ensure best practice in global university and careers counselling across the department.

Person Specification
(E is Essential; D is Desired)

Qualifications

- Hold a relevant Bachelor's degree in Counselling, Education, or a related field. (E)
- A Master's degree in College Counselling, Educational Leadership, or a related discipline. (D)
- Recognised Teaching Qualification (e.g., PGCE, QTS, or state certification). (D)

Skills and Experience

- A minimum of 5 years' experience in international university counselling and university admissions, with demonstrable leadership or coordination experience. (E)
- Proven track record of successfully leading a counselling team or major departmental initiative within a top British or International school environment. (D)
- In-depth expertise across multiple global admissions jurisdictions, including UCAS (UK), Common App/US holistic admissions, Canada, Europe, Australia, and Asia. (E)
- High level of competency working with university application platforms (e.g., Unifrog, BridgeU, Cialfo, UCAS Hub) and student management systems. (E)
- Experience working with students who have English as a Second Language (ESL/EAL). (D)
- Excellent interpersonal, leadership, and line-management skills, with the ability to inspire staff, build trust with parents, and motivate students. (E)
- Strong organisational, strategic planning, and time-management skills, with an ability to manage competing deadlines and complex projects. (E)
- Cultural sensitivity and an ability to work collaboratively in a diverse international school community. (E)
- Deep commitment to pastoral care, student well-being, and safeguarding procedures. (E)
- An understanding of the ethos and demands of a UK independent day school or leading British International school environment. (D)
- Proven track record of successfully guiding students into highly selective global institutions, including Oxbridge, Ivy League, and top 50 world universities. (D)

Personal Qualities

- An understanding of the needs, challenges, and opportunities of an international school community. (E)
- A willingness to participate in professional development as appropriate to the role and the school. (E)
- Strong personal relations, emotional intelligence, and team-working skills. (E)
- High level of ICT capability and digital literacy. (E)
- Ability to work with and strictly adhere to all school policies and safeguarding procedures. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a 'nine-to-five' approach. (E)



REMUNERATION

The successful candidate will receive excellent salary and benefits commensurate with their experience.
This will include:

- Competitive salary.
- On-site accommodation (if recruited from overseas) for first year of contract at least. Option to move off-site and receive housing allowance from the second year.
- Start and end of contract flights (for dependent spouse and children too).
- Annual flight allowance (for dependent spouse and children too).
- Medical insurance (for dependent spouse and children too).
- 100% Tuition fees contribution for up to two children (50% for subsequent children).
- An end of contract gratuity.



APPLICATION PROCESS

Please apply through through the school's **TeachApply Portal.**

If you have any additional questions about the role then please contact:
Pattarawan Ruenroeng, Headmaster's PA at pattarawan.r@dbsbangkok.ac.th




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Always to Greater Things