

University Counsellor

Sept 2025

Mission: To support the following BSB strategic Priorities

1. Care - Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.
2. Community -Build a positive and welcoming community for all members of our school. Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.
3. Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens. Develop an exciting and engaging environment in which staff reflect, innovate and create.
4. Learning -Develop a community where all members are active learners who embrace creativity, innovation and challenge.

Safeguarding: To comply with safeguarding policies, procedures and code of conduct. To demonstrate a personal commitment to safeguarding and student/colleague wellbeing. To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> • University placement results • VoS responses • VoE responses • VoP responses 	<ul style="list-style-type: none"> • <i>Excellence:</i> We aspire to achieve excellence in everything we do, no matter how big or small • <i>Collaboration:</i> Together, we are more aligned and more effective. • <i>Respect:</i> We treat all with fairness, compassion and respect • <i>Integrity:</i> We do what we say we will do. • <i>Accountability:</i> We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously. 	<p>As a BSB member of staff you will also be expected to contribute towards helping to deliver the whole school strategic priorities. You will be expected to do anything reasonably required by the Headteacher and Principal.</p> <ul style="list-style-type: none"> • Lead and coordinate the BSB City and BSB Castelldefels Futures team to provide and quality assure excellent university guidance and futures advice. (The majority time will be at the Castelldefels campus) • Line manage a dedicated assistant Futures Advisor and work closely with the Directora Tècnica (expert on Spanish universities). Coordinate three further staff members who have a time allocation within the Futures team. • Support the professional development of the Futures team. • Develop and lead on the annual Futures Pathway programme across Years 10-13. To include dedicated support through the Y11 Options process, annual transition weeks, and the PSHE programme. • Lead on the annual university application cycle, including references and supporting documents. Maintain up-to-date records of student progress throughout the university application process. • Analyse university destination data and make informed improvements. • Lead and organise the Selective Admission Group for selective university pathways, including organisation of mock interview practise and admission tests. • Coordinate and lead on the university placements on results day for both IB and A Level candidates in July and August. • Organise a programme of workshops and university visits for students and parents to promote post-18 options across both campuses. • Lead on the annual Futures Festival and university fair. • Oversee the Unifrog platform. • Maintain and develop relationships with universities and employers to facilitate effective guidance and transition for students. • Facilitate access to work experience in the local setting. • Provide information, advice, guidance and coaching through 1-1 student and parent meetings to support with university and career choices. • Have an in-depth knowledge of competitive university admissions globally and attend relevant conferences and training as appropriate. • Be a visible, proactive member of the sixth form team, providing support to the two Heads of Year and team of twenty tutors as required. <p>Other responsibilities</p> <ul style="list-style-type: none"> • To continue your personal development and participate in the school's staff development programme. To engage actively with the school's performance management programme. To attend staff meetings, open evenings, and parents' evenings. To contribute to the smooth running of the Nexus building, including duties and attending briefings. 	<ul style="list-style-type: none"> • Strong organisational skills • Ability to lead work and contribute in a team • Ability to manage change sensitively and effectively • Initiative, passion, creativity and optimism • Strong and effective communication skills • An instinctive commitment to the safeguarding of young people, and an up-to-date knowledge of child protection procedures

Profile:

- Qualification: Degree level qualification
 - Knowledge/experience: Experience in University and Careers education, preferably within an international context. Knowledge of both IB, A Level and University entrance.
 - Ability to speak Spanish an advantage
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- Direct Report: Assistant Headteacher Nexus (Head of Sixth Form)

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed.

Signed: Name (Print): Date: