

Job Description for Career and College Counsellor

To provide services in Career and College Counselling from Monday to Friday between 08:00 and 16:00 hours, starting September 2020.

1. Careers advice to students in years 10 – 13 group sessions:
 - a. Career ideas
 - b. How to make informed choices
 - c. What students need to be thinking about
2. Individual meetings with students in years 12 and 13, at least twice a term:
 - a. To discuss and identify relevant careers based on student's personal interests and academic abilities
 - b. Suggest further or higher education institutions, gap years, work experience.
3. Further or Higher Education: to guide, support and assist students with:
 - a. University/College choices (both within Portugal and overseas)
 - b. Appropriate course of study
 - c. Applications to further or higher education institutions worldwide
 - d. Ensure entry requirements and application deadlines are adhered
 - e. Correction of Personal Statement, Motivation Letters, Short Answer Questions, CVs.
4. Request Predicted grades and Letters of Recommendation from teachers
5. Request from Registrar School Transcripts for Further or Higher Education applications
6. Verification of documentation to be sent to Further or Higher Education institutions in and outside Portugal
7. Prepare students for interviews requested by the Higher Education institutions
8. To maintain up-to-date records on career and higher education choices on all students from years 11 to 13.
9. To prepare and display materials to raise awareness of careers/higher education institutions, entry examinations, revision courses
10. Be available for Parents' meetings or Information evenings for years 12 and 13
11. Prepare list for the IB Results Service with names and candidate numbers
12. For IBDP and IBCP Request for Results Service on IBIS
13. Request legalization of Diplomas and Certificates for IBDP/IBCP on IBIS
14. Request equivalence of the IB certificate/results with the Portuguese Ministry of Education.
15. Prepare materials for Mock and Final examinations for year13s
16. Prepare materials for year 12 final examinations

17. Prepare individual student examination schedules for IBDP/CP
18. Prepare Excel spreadsheet for year 11 to 13 term and exam grades per student
19. Encourage students to use computer applications to assist with course and university choices.
20. Continue to develop a library with career resources
21. Involved in the weekly Core lessons with year 12 and year 13 students
22. To support the MYP and DP Coordinators in the delivery of University information and guidance.
23. Any other duties as directed by the Principal.

January 2020.