



上海浦东新区民办惠立学校  
Hiba Academy Shanghai  
Wellington College Education

# Job Description

## Higher Education and Careers Counsellor

### ABOUT US

#### **We are Learners, Connectors and Changemakers**

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

#### **The Wellington College, United Kingdom (TWC)**

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

#### **Wellington College China (WCEC)**

Wellington College China (WCEC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCEC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2-18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCEC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

## **School introduction**

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



## Working for Wellington College China

WCEC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together. We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCEC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCEC Course Directory](#).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.



小班化授课、  
合理分配时间的优质学校  
Premium school with small  
class sizes and generous  
non-contact time



个性化的  
职业发展  
Personalised professional  
development pathways



HR Asia 2020 至 2022  
“亚洲最佳企业雇主”  
HR Asia’s best company  
to work for in Asia 2020 -2022



富有竞争力的  
薪酬福利  
Competitive salary  
and benefits

# Role Description

## **JOB TITLE**

Higher Education and Careers Counsellor

## **DEPARTMENT**

Academic

## **LOCATION**

Shanghai

## **LINE MANAGEMENT**

Head of Higher Education and Careers

## **OBJECTIVES**

The Higher Education and Careers Department is committed to preparing students for a successful future in an increasingly globalised society through an integrated Chinese and International-style curriculum. It is committed to creating a collaborative, informative and safe space for students to explore future higher education and career options. The Hiba Academy guidance team provides students with various opportunities to learn and develop independently. The mission is to develop global leaders with strong communication and social skills as well as establishing an environment conducive to the development of cross-cultural understanding and an international outlook. We have created a five-year pathway plan for our students to explore their interest and skills at an earlier stage in order to help them choose their IGCSE and IBDP subjects. Our five-year plan ensures that students are exploring a myriad of industries in order to find their choice of possible careers in the future and introduction to different curriculums and universities in order to find their university fit. We offer a comprehensive programme for both our Hiba Academy parents and students. Students begin Career sessions from Grade 8 all the way to Grade 12. These sessions provide students with a personal outlook and insight of Higher Education and planning for their future. We also understand that parents are important stakeholders in University planning. We have created monthly café talks to formal parent workshops to ensure that parents are up to date with policies and application systems. We offer a wide range of resources for both parents and students through monthly newsletters, weekly Teams update, college corner, etc. We offer exciting programmes, such as the HCEP (Careers Exploration Programme) that enables students to work with companies, Careers Series Talk that invites guest speakers from different companies to provide insight on their career industry, to Career Field trips and Secondary Career Day. We are looking for members who are passionate and vision-driven counsellors ready to help our students in their journey throughout high school and onwards to their Higher Education career.

## KEY RESPONSIBILITIES

We are a multi-cultural group of counsellors who enjoy what we do, and we welcome you to join our team!

- Conduct research on higher education systems of all countries outside of China— primarily the US, UK, Australia, and Canada— to provide students, parents, and teachers with comprehensive information on university admissions.
- Establish effective collaborative working relationships with other schools and universities throughout the world.
- To run specific university guidance sessions and workshops for pupils focusing on the construction of personal statements and college essays and advise on the application processes for a range of courses, institutions, and countries.
- To advise pupils, individually and collectively, on their university choices, helping them choose appropriate institutions and courses which support their own specific individual needs and aspirations.
- To support the wider university guidance team in promoting access to universities planning, promoting, and facilitating the university visits programme and future university fairs.
- To help maintain and complete all necessary documentation needed to support a pupil's application
- To advise pupils in adopting appropriate strategies to take pre -admissions tests such as SAT/ACT and assist the wider university guidance team with scheduling/registering pupils and facilitating tests where necessary.
- To help provide training sessions where necessary to aid tutors, Housemasters and subject teachers in supporting pupils and completing application documents such as recommendation letters.
- To assist in keeping the parent body informed about higher education matters by being available for individual meetings with families and contributing to a variety of university guidance workshops and presentations.
- To assist the Head of Higher Education and Careers and the Senior School Leadership Team in providing advice and guidance regarding option choices for IGCSE and IB Diploma.
- To liaise with Housemasters, subject teachers, and tutors with regards to HE applications when necessary.
- To help the wider university guidance team in maintaining a well-stocked resource library and ensuring relevant and up to date information on university guidance matters is provided on the school web page, student higher education workbooks and on student noticeboards.
- To assist the school in part-time pastoral responsibilities, teaching, or other duties that are needed at the time.

## BASIC QUALIFICATION

- Bachelor's Degree or higher in relevant fields
- Either a teaching qualification (PGCE, BEd or equivalent), appropriate university counselling qualification or significant experience in a counselling or university admissions role.
- Fluent in Chinese and in English.
- Support for Hiba Academy Values and vision

## EXPERIENCE

- Experience of working in university guidance or admissions

## EXPERTISE

- Familiarity with the admission process in the United States, United Kingdom, Canada, and Australia.
- Cultural awareness and knowledge of the Chinese education system.
- In-depth study and understanding of specific information such as application process university rankings and admission requirements.
- Teachers with university support experience are also welcomed to apply.

## PREFERRED APTITUDES

- Excellent communication and interpersonal skills with the ability to interact effectively with pupils, staff, and parents.
- The ability to work effectively as part of a team and to establish and maintain good relationships with the Head of Higher Education and the wider University Guidance Team.
- Dedication and commitment to providing the best possible advice to our pupils and parents.
- The ability to multi-task, and effectively prioritise and delegate tasks where necessary and appropriate.
- Excellent organisational skills and the ability to meet deadlines and monitor progress within fixed time frames
- The ability to work accurately and calmly, and show resilience when under pressure.
- Strong passion for education and pleasure in working with young people.

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As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCEC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

从心, 致远。 Be You. Be More.