

About Discovery College

1450

students
enrolled in
2017-18
in Years
1-13

101

creative and
energetic
teachers

50

student
nationalities

Our Vision

GROW

Be passionate about being the best we can be.

DISCOVER

Find wonder in the world around us.

DREAM

Dare to make a difference for yourself, humanity and our planet.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College's belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

School Information

Discovery College was established by the English Schools Foundation to serve the needs of the local and expatriate communities in Hong Kong. It is a full Years 1 to 13 school offering the PYP, MYP and Diploma programmes. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language. The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study.



Higher Education Counsellor

Opportunities

- To demonstrate your people skills in building collaborative networks within the teaching staff
- To access high quality professional leadership development opportunities through ESF and across the Asia-Pacific region
- To support students as they consider options for tertiary education
- To participate in the implementation of Positive Psychology as a foundation for wellbeing
- To support the pastoral programme, including the embedding of Restorative Practice



Application Process and Timeline

Please refer to the closing date listed on the Discovery College website.

Resumes or CVs may be submitted to the Principal by emailing jobs@dc.edu.hk.

Please note: to be considered for this position, all applicants must register and submit an application for the position online through <http://recruit.esf.edu.hk>.

60

outstanding
secondary
classroom
teachers

11

curriculum
departments

42

unique
learning teams
providing
pastoral
support

Job Description

Job Name

Counsellor - Higher Education

Job Summary

Provides guidance to Senior School students to help them manage their career goals and university/college applications successfully.

Main Accountabilities

- Conducts group sessions and workshops in school to students, parents and staff and takes responsibility for presentations on agreed specific destinations
- Organises meetings and presentations with HE representatives
- Takes part in HE events within and outside school which may take place after school hours
- Conducts guidance interviews with students
- Co-ordinates data collection of school leaver destinations
- Maintains contact and communication with HE institutions worldwide
- Co-ordinates the preparation of HE applications to agreed destinations
- Publicises and promotes the resources, advice and guidance available to students in the school
- Assists in maintaining Higher Education resources
- Attends and participates in professional development
- Forges good relations with teaching and support staff
- Attends school meetings as required
- Represents the Higher Education Office
- Liaises with students and higher education institutions upon the release of IB Diploma results

Required knowledge of

- ICT applications
- HE systems, institutions and application procedures in at least one country which is a major destination for students of the school

Development / Training to support core competencies

Development activities and relevant courses to be negotiated as part of the performance management process

Core Competencies Required

Inter-personal communication skills

Listening skills

Flexibility to respond to changing situations

Ability to work under pressure

Attention to detail

ICT skills

Communication and personal skills

High level of personal organisation

Ability to work as a part of a team

Ability to use initiative

Ability to recognise the need for ongoing professional development

Job Description

Minimum Typical Education

Bachelor's Degree

Minimum Typical Experience

Previous experience in a higher education counselling role.

Salary and Conditions

Service period required is 17 February - 11 May 2019

Salary (indicative): HK\$39,590 – HK\$69,275 per month (based on years of full-time qualified counselling experience)

Please Note: The details provided are current as of October 2018.

Minimum Typical Education

Bachelor's Degree

Minimum Typical Experience

Previous experience in a higher education counselling role.

Notes:

Service period required is 17 February - 11 May 2019

All teachers are expected to:

- Contribute to the school extra curricular programme throughout the year*
- Participate in key school and PTA events on identified evenings and weekends*