



Junior University Counsellor Secondary School

	<p>UWC makes education a force to unite people, nations and cultures for peace and a sustainable future</p>				
			<p>Our unique model of education, driven by our mission and nine values, supports young people to flourish – physically, intellectually, emotionally and ethically</p>		

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UWC Maastricht

We offer a challenging and engaging education for students from all age groups, equipping them with the attitudes, skills and knowledge to live a meaningful and flourishing life. The UWC Maastricht educational experience is about knowing and acting. We nurture an understanding of the world and its major challenges, and help students discover how they can serve others and make a positive contribution to society and the planet. We currently serve over 900 students in Primary and Secondary School from more than 100 countries, 200 of whom live in our residential community on campus.

The value of a UWC education

A UWC education is life-changing. We empower change makers and future leaders through the delivery of a unique programme in a deliberately diverse community. The educational ethos of UWC combines rigorous academic standards with experiential and inquiry-based learning in areas such as sustainability, intercultural dialogue, social justice, conflict resolution and social entrepreneurship. UWC students come together from very diverse backgrounds, including the most marginalised. Access to a UWC education is given independent of socio-economic background, supported through a rigorous admission process and a comprehensive scholarship programme: around 65% of UWC students attending the final two years of secondary school are awarded a full or partial scholarship. UWC's 60,000 alumni are prized by top universities worldwide and, in their professional lives, they occupy positions of influence in industry, finance, civil society, government, healthcare, academia and the media.

Join us!

UWC Maastricht recruits qualified and experienced staff from around the world who are committed to our school's mission to make education a force for peace and a sustainable future.

UWC Maastricht has for the school year 2019-2020, or as soon as possible, a **full time vacancy** for a

Junior University Counsellor

The job

The new hire will be part of a team consisting of two University Counsellors and a Universities Assistant and will be cooperatively responsible for the tasks of the university counselling department. This full time position will require a flexible working schedule according to the seasonal peak times of the department – including over the school holidays.

The successful profile & qualifications

Responsibilities and Tasks

- To provide IBDP 1 & 2 students guidance, information and advocacy as they navigate their way through the university application process worldwide.
- To ensure that students feel well-informed, supported and empowered to identify appropriate universities that are a good match and present themselves to those universities in a manner that highlights their strengths.
- To write the majority of testimonials and work from draft testimonials written by tutors to ensure strong references for all students.
- To manage the production of subject teacher letters of recommendation.
- To inform students and staff about university systems worldwide.
- To support students in their transition from MYP5 to DP1 with preliminary university information and guidance on IBDP subject selection in conjunction with the IB Coordinator, Head of Year and Director of Secondary School.
- To keep students and parents informed of relevant deadlines and support students throughout the varied application processes for multiple university destinations.
- To co-host visits from 70+ universities throughout the school year.

- To arrange for outside speakers to present on various university application topics.
- To represent UWC Maastricht to universities and colleges across the world via electronic communication, conferences, and counsellor fly-in programmes.
- To maintain on-going relationships with university admissions representatives to better advocate for our students and UWC Maastricht regarding admissions decisions, wait lists, conditional offers, financial aid awards, etc. and with other UWC university counsellors.

Commitment

Pursuing the **UWC mission** requires a commitment from our staff members to the following values: International and cultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

It should be noted that the school is a dynamic and high energy environment: the satisfaction from working at UWC Maastricht is high – but so are the demands on time and engagement.

Education degree and Professional experience

- Completed **Bachelor** in education or in counselling. Some University Counselling experience in an International School is required.

Professional competencies

The successful candidate will demonstrate the following competencies on a professional proficiency level:

- Demonstrated ability to engage with students and to engender enthusiasm for learning.
- Student centred approach and clear empathy and understanding of adolescents' development and needs.
- Flexibility and a collaborative style are essential.
- Interpersonal (communication) skills.
- Valuing diversity, in a multicultural setting.
- Managing professional relationships.
- Team spirit, Creativity.
- Planning, Organizing, Action oriented.
- A proactive approach and initiative.
- Understanding of the cyclical nature of various university application processes and necessity of getting the work done.
- Computer literacy.
- Fluent English Level: reading, writing, speaking; a professional command of the English language, minimum CEFR level B2.

Safeguarding

UWC Maastricht is committed to upholding the highest standards in student safeguarding. Throughout the application process we will be assessing your suitability to work with children and young adults. Prior to an offer of employment being made, UWC Maastricht will check directly with current and past employers about safeguarding.

Terms of Employment / Remuneration

- You will get a contract of employment under Dutch law: the initial contract has a duration of 24 months.
- The package will be commensurate with the responsibilities of the position, according to the Dutch Collective Labour Agreement for Secondary Education ('CAO VO').
- Participation in the school's pension plan via the ABP Retirement/Pension Fund.
- Support in the application for the '30% Facility for Incoming Employees' with the Dutch Tax Authorities (if relevant).
- Location: UWC Maastricht, the Netherlands.

To be able to work in the Netherlands, a (foreign) staff member must be able to successfully apply for:

- ✓ Residence and work permits for the Netherlands.
- ✓ A Dutch VOG (certificate of good conduct).

UWCM will assist in the application process for residence and work permits and VOG.

Information

If you would like to know more about this challenging position, please contact our HR Team via vacancies@uwcmaastricht.nl / via +31(0)43 2410 410, or check our website www.uwcmaastricht.nl. Please note that our school is closed for winter break from December 15, 2018 till January 7, 2019.

Our procedure

After shortlisting, we determine the suitability of the remaining candidates to work in our school via online testing and screening, reference checks and interviews at our school or via Skype.

Your application

You can express your interest by applying via the link on our website:
<https://www.uwcmaastricht.nl/about-us/working-with-us/vacancies>

The deadline for application is January 31, 2019.

Further information can be found on our website via 'Working with us'. UWC Maastricht reserves the right to identify and appoint a qualified candidate prior to the submission deadline.