



BHS

THE BERMUDA HIGH SCHOOL FOR GIRLS

LEADERSHIP OPPORTUNITY AT BHS

BHS, an International Baccalaureate School based in Bermuda, is an all-girls school from the Early Years Programme to Year 11 and offers a co-ed IB programme in Years 12 and 13.

At BHS we focus on the balanced learner, providing extensive opportunities for advancement in academics, the arts, athletics, STEAM, community service and leadership development. BHS promotes a student-centred approach to pedagogy and learning.

We are currently seeking applications for the position of:

University Admissions Counsellor

The University Admissions Counsellor at BHS is responsible for advising IB students about tertiary educational options and helping them through the necessary application process. She or he works closely with the Head of IB and the Head of School.

Responsibilities will include, but are not limited to:

- Meeting with families, providing counsel and assisting students with their applications, including: reviewing essays and statements, writing and organizing references.
- Organizing, accompanying and supervising students on overseas university trips, local college events, presentations and fairs.
- Providing information sessions for parents and students re: university entry to Canada, USA, UK and other jurisdictions.
- Providing career counselling to students.
- Attending IB staff meetings and providing updates as needed.
- Preparing occasional (OMIT) reports/articles for parents and school publications
- Updating general guidance information in written and electronic form (Firefly, Website), as needed.
- Ensuring all application portals are up to date and submitting necessary documents
- Maintaining spreadsheet of university applications.
- Keeping up to date of any changes to university admissions issues through extensive reading, subscriptions to journals, attending conferences, workshops, college fairs, and joining professional organisations such as NACAC, OACAC, CIS.
- Assisting students in the Summer with any necessary follow up to university/college admissions.
- Teaching Personal Social & Health Education (PSHE) to Upper Secondary students, as needed.

Qualifications and Attributes:

- Masters in School Counselling or the equivalent
- Post Graduate Certificate in Education (PGCE) or the equivalent in order to meet the requirements for the Bermuda Teachers' License.
- Minimum of three years of proven experience in university counselling.
- A good understanding of the School's curriculum and international admissions in Canada, USA, UK and other jurisdictions.
- Excellent interpersonal, written, presentation, and verbal communication skills.
- Superb organisational skills and the ability to network and collaborate.
- Resilience, resourcefulness and a strong work ethic are essential.
- Strong PC and Microsoft Office skills. Experience working with Unifrog, in particular, preferred.
- The ability to work evenings and during school holidays, as needed.

Applicants are asked to provide the following information: Title of the position applied for, full name, date of birth, and nationality, full details of Secondary and Higher Education with dates, full qualifications with dates, and other experience and **three** written professional references with their contact information. One of these references should be from a supervisor at a past or current place of employment. The successful candidate will be expected to provide a recent Police background check that demonstrates that they may work in an organisation involving children.

Applications should be sent to:

Mrs. Linda Parker
Head of School
The Bermuda High School
19 Richmond Road
Pembroke HM 08
Or by E-mail to: recruitment@bhs.bm

Closing date for applications: February 19th, 2021