



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Career Guidance Counsellor	DEPARTMENT	Academic (Senior School)
REPORTS TO	Master		

Wellington College International Pune (WCI Pune) formally opened in September 2023. Situated in a prime location in the city of Pune, with excellent transportation links, we provide an innovative learning environment for a first-class educational experience for pupils aged 2-18. Our world-class facilities allow us to offer the very highest academic and pastoral standards, in tandem with outstanding sporting and cultural opportunities. We follow an inspiring curriculum for Early Years and Juniors and employ the English National Curriculum for Years 7 to 9. From August 2024 we introduced the IGCSE curriculum for our Year 10 pupils and we intend to offer the IBDP for our new Year 12 programme from August 2025.

The Career Guidance Counsellor will be supporting students in the Senior School (Grades 6 to 12 / Year 7 to 13), and especially those in the IBDP programme, in exploring academic and career pathways, navigating university admissions, and preparing for life beyond school. The role will be focusing on delivering personalized guidance, resources, and strategic support to help students make well-informed and confident decisions about their futures.

Main Tasks and Responsibilities:

Key Responsibilities:

1. Providing Personalized Student Guidance

- **Conducting** individual and group counselling sessions to **support** students with academic planning, subject selection, and future goals.
- **Using** assessments and discussions to **help** students identify their strengths, interests, and potential career paths.
- **Advising** on curriculum choices aligned with each student's long-term academic and career objectives.

2. Guiding University Applications

- **Advising** students and parents on application procedures, timelines, and testing requirements for global university systems.
- **Supporting** students in **drafting** personal statements, statements of purpose, resumes, and interview preparation.
- **Writing** comprehensive and individualized school recommendations, and **submitting** required counsellor reports and evaluations.
- **Maintaining** accurate and up-to-date records of student applications, progress, and outcomes.



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3. Organizing Events and Building Networks

- **Planning** and **hosting** university fairs, career days, and industry speaker sessions.
- **Meeting** with visiting university representatives and **facilitating** student engagement.
- **Building** and **maintaining** relationships with university admissions officers and relevant professional networks
- **Delivering** informative presentations to students and parents on topics such as admissions, financial aid, scholarships, and summer programmes.

4. Integrating Career Education into the Curriculum

- **Collaborating** with teachers and coordinators to **embed** career-related learning into subject areas and advisory sessions.
- **Leading** workshops on essential life and academic skills such as time management, goal setting, and college readiness.
- **Encouraging** students to **develop** personal portfolios and digital content such as blogs for university applications.

5. Communicating with Stakeholders

- **Maintaining** consistent communication with students, parents, and faculty regarding career guidance and university plans.
- **Serving** as the lead advisor for senior classes and **guiding** them through the college preparation process and key deadlines.
- **Updating** families regularly through emails, meetings, and bulletins about test dates, application timelines, and university visits.
- **Publishing** essential information, such as the school profile and grade distribution data, on internal and external platforms.

6. Managing Testing and Administrative Duties

- **Overseeing** the administration of standardized tests, including PSAT, AP, SAT, ACT, and TOEFL.
- **Working** with academic staff to **compile** and **submit** transcripts, predicted grades, and supporting documents.
- **Tracking** college admissions decisions and **reporting** on student placements and trends to school leadership.
- **Assisting** with the admissions process for new students entering Grade 11 (IBDP).



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Person Specification
Essential Experience / Qualifications Required
<ul style="list-style-type: none">• Bachelor's or Master's degree in Counselling, Education, Psychology, or a related field.• Professional certification in Career or College Counselling (preferred).• 3–5 years of experience in a similar role within an international or multicultural school environment.• Strong understanding of international higher education systems and global university admissions.• Excellent written and verbal communication skills
Skills and Personal Qualities
<ul style="list-style-type: none">• Demonstrating excellent interpersonal, communication, and presentation skills.• Applying a student-focused, empathetic, and culturally sensitive approach.• Managing tasks efficiently with strong organizational skills and attention to detail.• Remaining current with evolving trends in college admissions, testing, and international education
Essential Values, Behaviours and Attitudes:
<ul style="list-style-type: none">• The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.• Should be well organized, process driven and a team player.• Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).• Personal integrity, accountability and credibility.• Strong mind-set for continuous improvement to meet or exceed expectations.• Time management and ability to multi-task and prioritize, ability to work under pressure.• Discrete and sensitive to confidentiality.• Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.• Good team player as well as good team leader.