



JOB DESCRIPTION

1. Job Information

Job Title:	Part-time US College Counsellor
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Sixth Form
Section:	-
Start Date	August 2026
Reporting to:	Head of Sixth Form
Dotted Line to:	Deputy Head (Academic)
Line Managing:	
Relationships	<ol style="list-style-type: none">1. School community including academic and non-academic staff2. AISL Harrow Group3. Parents and Pupils4. The wider community in Hong Kong and South East Asia5. Vendors (including trip providers, external speakers, service providers etc.)

2. Job Purpose

The US College Counsellor provides comprehensive guidance to students and parents throughout the US college planning and application process. This role supports students and families from early awareness (Year 9) through to application and transition to college (Year 13).

3. Responsibilities and Competencies

Responsibilities

Student Guidance

- Deliver structured US college guidance programmes for Year 9 to Year 13 students.
- Provide one-to-one counselling sessions to develop personalised college plans, helping students a) identify strengths, interest and future pathways, and b) research and explore US colleges and courses.
- Guide students on building strong academic and co-curricular profiles.
- Advise Year 11 students on A Level subject selection aligned to college goals, where appropriate
- Ensure students feel well-informed, supported and empowered to identify appropriate colleges that are a fit for their profile
- Support students in presenting themselves to those colleges in a way that highlights their strengths.

College Application Support

- Oversee the Common App application process including through Unifrog:
- Support students with:
 - College essays
 - Activity lists and portfolios



- Application timelines and deadlines
- Maintain an up-to-date School Profile
- Write the Counsellor Recommendation for each Year 13 student who applies to the US.
- Provide guidance to teaching staff on the writing of Teacher Recommendations.

Testing & Admissions

- Advise on standardised testing (SAT, ACT), where applicable
- Support students in planning testing timelines and preparation
- Ensure students meet specific college entry criteria

Parent Engagement

- Provide guidance to parents on:
 - The US college system and expectations
 - Application timelines and processes
 - Supporting their child's decision-making
- Organise and lead parent information sessions, workshops and seminars
- Offer individual parent consultations when needed

University Liaison & Events

- Build and maintain relationships with college admissions representatives
- Organise and coordinate:
 - College fairs
 - On-campus visits and presentations
- Stay up to date with global higher education trends and admission changes

Data Management & Documentation

- Maintain accurate records of student applications and outcomes
- Ensure compliance with deadlines and documentation requirements

Collaboration with School Staff

- Work closely with:
 - Sixth Form Team
 - Housemasters, Housemistresses and Sixth Form Tutors
 - Academic staff
 - Senior Leadership Team

Other responsibilities:

- Undertaking duties as the Head of School or a delegated representative may reasonably request.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

4. Required Qualifications and Experience	
Education	<ul style="list-style-type: none"> • Bachelor's Degree or above
Qualifications	<ul style="list-style-type: none"> • A degree in College Counselling is desired • Acceptable personal and professional background checks with the ability to be allocated unsupervised access to children (as reported via an International Child Protection Certificate background check and/or appropriate police and other checks from relevant countries of present and previous residence/work.
Skills	<ul style="list-style-type: none"> • Ability to think creatively and imaginatively • Ability to inspire others and lead by example, role modelling the School's vision statement Educational Excellence for Life and Leadership in relationships with pupils, teachers and parents • Have a vision for and the ability to translate Harrow Hong Kong's vision to be a leading school in Asia into reality • Ability to work in a successful and dynamic school • Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences • Ability to exercise discretion and confidentiality • Ability to self-direct and manage workload • A commitment to the wellbeing and pastoral care of children
Knowledge	<ul style="list-style-type: none"> • A genuine interest and understanding in education and a strong commitment to high standards and a variety of approaches to teaching and learning • Up-to-date knowledge of best practices in college counselling • Familiarity with developments in higher education
Experience	<ul style="list-style-type: none"> • A proven track record of delivering on college guidance and support • Experience of collaborating with colleagues • Evidence of further relevant professional development • Experience in a college admissions department would be an advantage
Personal Qualities	<ul style="list-style-type: none"> • High levels of personal and professional integrity • High standards of personal presence and presentation and attention to detail • Personal warmth to gain the confidence of pupils, staff and parents • Positive rapport with pupils • Organised, energetic, positive and able to self-direct • A team player with a reflective and flexible approach
Attitudes	<ul style="list-style-type: none"> • High expectations for pupil attainment and behaviour • Ambitious and aspirational for oneself and for the school • Committed to professional development and with a willingness to undertake appropriate training as required • A positive 'can do' approach in all aspects of the role • Committed to Harrow Hong Kong's ethos • A willingness to be fully committed to the life of a busy boarding school with a commitment to giving both Day and Boarding pupils the best educational experience