

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

High School Director of University Guidance Counselling Beijing City International School, P.R.China

Mission

The BCIS Mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

General

Beijing City International School was opened in September 2005. It was established to provide an international education for the expatriate communities in Beijing, as well as, uniquely, offering education to the children of internationally-minded Chinese nationals. Beijing City International School (BCIS) is a private, not-for-profit institution governed by an appointed Board of Trustees. The school is funded by tuition fees.

The school boasts purpose-built, state-of-the-art facilities specifically designed to support our curriculum and progressive teaching and learning environment. This 51,000 square meters main campus sits on a plot of prime land in the heart of the CBD and within one kilometer of the China World Trade Centre. In 2014/2015 the Early Childhood Program (Toddler, Nursery, Pre- Kindergarten, and Kindergarten classes) transferred to a new purpose-built Early Childhood Center located approximately one kilometer from the flagship BCIS campus. This 21,000-square meter facility has been built to an extremely high standard (LEED Gold Standard) of environmental sustainability, in line with the school's mission. In 2019 the Courtyard Kindergarten campus opened featuring a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school values. The language of instruction is English. Older students must either be fluent in the English language or willing to develop fluency through the school's EAL (English as an Additional Language) program to gain admission to, or continue in, the school's program of studies.

BCIS is an International Baccalaureate (IB) World School which places a strong emphasis on personalized learning and academic rigor. We have aligned the Chinese National Curriculum with the BCIS curriculum and we are authorized to teach the IB Diploma, the IB Middle Years and the IB Primary Years Programmes. The IB curriculum frameworks stress the importance of inquiry and educating the whole child. In addition, in 2018 BCIS launched its own inquiry-based, two-year high school diploma, IDEATE, to further personalize learning for high school students. The school is accredited by CIS and WASC and is a member of the Council of International Schools (CIS), the East Asia Regional Council of Schools (EARCOS) and the Association of China and Mongolia International Schools (ACAMIS). The most recent strategic plan was collaboratively developed in the spring of 2022.

Current enrollment across the three campuses is approximately 1,400 students, with 257 children at the High School.

About the High School

The High School consists of grade 9 to 12. At High School, in addition to the IB Diploma, BCIS offers a BCIS Diploma program that has been aptly named IDEATE (ID8). BCIS IDEATE Program empowers high school students to take charge of their own learning by truly ideating their own path of study. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based 2-year high school diploma for senior students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities.

The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator, ID8 curriculum coordinator, and Director of University Guidance Counselling. Each of the eight Areas of Learning has a Team Leader. These Team Leaders will create an additional leadership group in the High School. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Our curriculum includes standards and benchmarks taken from Australia, Great Britain and North America. Units are built around concepts and utilize Inquiry-based instruction. Assessment is ongoing, relevant and differentiated. External assessments include MAP, NGEA, and GL PASS to ensure that our programs remain competitive with other international schools. Support services include a guidance counselor, a university guidance counselor, ELL teachers and TAs and learning support teachers and learning support TAs. In addition, the Librarian offers support as the Extended Essay coordinator.

Students participate in a robust Enrichment Activities program that includes a wide range of teacher-led and student-run activities. Students drive much of the program and have many opportunities to grow as leaders. BCIS offers three sports seasons and participates in ACAMIS, ISAC and Beijing-based leagues and associations. BCIS regularly participates in, and hosts, arts festivals (ISTA, TAPS, etc..) and student leadership events such as GIN, MUN and student-initiated business competitions and film festivals. It is a very busy place! BCIS has facilities that are envied by schools across the city and throughout the region.

Reports To: HS Principal

Role Description/Working Relationships

In conjunction with the High School (HS) Principal, the High School Director of University Guidance Counselling is expected to lead the university guidance counseling team and work with coordinators and student support services team to provide guidance and support for HS students.

Leadership Responsibilities

- Lead and manage a team of University Guidance Counsellors
- Promote positive teamwork within the UGC team, identifying and utilising areas of strength to motivate staff to ensure effective working relationships
- Ensure appropriate measures are in place to coach, mentor, support and guide new members of the department to maintain high standards.
- With the High School Leadership team, carry out an annual Destinations Analysis and use it to inform the UGC Strategy for that year.
- Direct the application processes for the US, UK (UCAS), and other countries
- Ensure that all students are provided excellent support and advice regarding university entrance relative to their needs, aspirations and academic profile.
- Coordinate the preparation of students for application to elite universities, in particular Ivy League and top 30 Universities in US, Oxford and Cambridge in the UK.
- Work with Grade Level Leads and Subject Level Leads to develop faculty support for students' university applications.
- Produce and deliver presentations and workshops for parents and students to support the university application process.
- Organise visits by university admissions tutors and other experts as appropriate to enrich the experience of our students.
- Coordinate the production and submission of all relevant documentation for students' university applications. This includes, but is not limited to: transcripts, recommendation letters, references and the School Profile.

- Liaise with universities, building relationships with them to facilitate more effective guidance for students.
- Plan and manage the University Guidance budget.
- Coordinate the provision of pathway and careers guidance for Grades 9-12.
- Oversee the organisation of an Annual Higher Education Conference in liaison with other schools in Beijing
- Attend international conferences and professional development on University Guidance as appropriate to stay abreast of the most up to date information, processes and procedures.
- Liaise with the examinations officer to organise university admissions tests including, but not limited to, PSAT, SAT, ACT and UK university admissions tests such as the UCAT and MAT.
- Oversee the organisation of mock university interviews and admissions tests with the wider academic team.
- Take responsibility for all university resources in the library.
- Provide information and advice on scholarships, financial support, etc. to ensure students have information regarding all options. Collate and report on data pertaining to all aspects of university admissions.
- Oversee the implementation and use of Cialfo to effectively support and track students' university applications.
- Create a departmental development plan that mirrors the whole school development plan and school objectives.

Essential Duties and Responsibilities

- Works collaboratively as part of the Student Support Services team to provide support to students and faculty.
- Educating students and parents about universities and colleges, the university and college admissions process, trends, procedures, and testing; advising and supporting classes of 40-60 seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Meeting with students in grades 9-12, individually and in groups, to talk about the university application and admission process and to talk about individual university and college choices. The University Guidance Counselor advises 9th and 10th graders on curricular choices, as needed, and works with students to understand offshore university and college admissions, especially aspects unique to them.
- Meeting with all university and college admissions representatives who visit our campus and facilitating meetings between university and college representatives and our students. The University Guidance Counselor also serves as a liaison with University and College admissions offices throughout the year
- Compiling an annual Profile for BCIS, as well as information on grade distributions and courses offered at our school.
- Working with the Admissions Office and the High School Office to maintain records on seniors, including recommendations and transcripts.
- Writing an official school recommendation for each senior. To do so, the University Guidance Counselor gathers information from parents, teachers, school records, and students themselves. The University Guidance Counselor also completes all School Report, Mid-Year Report, and Final Report forms requested by colleges, including evaluations of students.
- Maintaining, and sharing information on colleges, college guides, scholarships, financial aid, and paying for university and college.
- Updating an annual University and College Search Handbook, a resource emailed to students and parents each summer, an extensive assembly of information about the college search process. The University Guidance Counselor also keeps parents informed through a monthly column, a newsletter for parents, and in letters about test dates, local college events, and financial aid.
- Acting as an advisor to the senior class as a whole and advising several individual selected seniors and juniors each year, providing academic counseling.
- In addition to working with the senior class on class events, class meetings provide an opportunity to disseminate information about the college application process.
- Keeping track of admission decisions, statistics, and making a report to the Board of Trustees.
- Making informational presentations to parents, such as the annual presentation to parents of 6th- 11th graders, new parents, and the PTA.
- Attends professional development to be informed of academic practices.
- Being aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: The College Board, The National Association of College

Admission Counselors, the New England Association of College Admission Counselors, and the Overseas Association of College Admissions Counselors.

- Maintaining and disseminating information about standardized tests such as SAT, ACT, and TOEFL, helping to administer SAT exams.
- Serves on the Graduation Committee.
- Service as a member of the High School Faculty and Student Support team.
- Participate in HS Open Houses
- Attends to any additional responsibilities as assigned by their supervisor (HS Principal and other school leaders)

Attributes of the University Guidance Counselor will include:

- Philosophical alignment with the school mission, vision and strategic plan initiatives.
- Understanding of and empathy for the learning, social and emotional needs of adolescents.
- Commitment to intellectual rigor and personalized learning.
- Strong communication skills.
- A high emotional intelligence quotient and the capacity to be both compassionate and firm while respecting a diverse community of students, parents and professional staff.
- A healthy balance of organization and efficiency.
- Ability to collaborate and build relationships as a member of the high school senior leadership team.
- Sense of humor and ability to see the good in all and presume positive intentions.
- Minimum 5–7 years of successful experience in U.S. and/or UK college counseling at an international or high-performing high school.
- Demonstrated success in placing students in highly selective U.S. and/or UK universities (Top 30, with a strong record in Top 10 or Ivy League admissions preferred).
- Ability to guide students in building competitive academic and personal profiles from Grades 9–12.
- Skilled in using admissions data, university trends, and student tracking systems (e.g., Cialfo, Naviance, MaiaLearning) to guide advising strategy and evaluate outcomes.
- Ability to develop and lead a multi-year strategic plan to increase top university placements.

Desired Qualifications

- Master in counseling or equivalent.
- Successful experience in leadership of a University Guidance Team and development of a holistic University Guidance Program (9-12)
- Minimum 5 years experience as an educator.
- Understanding of best practices in university guidance counselling, and student support services.
- Experience working in a culture other than your own.
- Strong technical skills.

Application Process

Candidates are requested to apply to headofschool@bcis.cn and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references
- Educational experience and achievements or performance highlights

Applicants should visit the school website at www.bcis.cn for more information about the school.



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Application deadline open
Start date 1st August 2026

NOTE: The above job description reflects the general requirements necessary and describes principle functions or responsibilities of the job identified. It shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

BCIS is an equal opportunity employer.