

**VACANCY ANNOUNCEMENT**

<b>Title:</b> Head of Careers & College Counselling	<b>Department :</b> Careers
<b>Reporting to:</b> Student Support Services Officer	<b>Duty Station:</b> Secondary Section
<b>Date of Issue</b> Tuesday, 23 <sup>rd</sup> April 2024	<b>Deadline Date:</b> Friday, 10 <sup>th</sup> May 2024
<b>Job Summary:</b> <b>Premier Academy</b> is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. The 21 <sup>st</sup> century learning styles demand innovative, imaginative and competent persons with integrity and ability to multitask. The Academy is seeking to recruit a motivated Head of Careers & College Counselling.	

**Key responsibilities:**

- Assist students to understand and undertake the process of career advancement planning: including developing their employability, identifying strengths, creating a workable action plan, clarifying their own interests, value and abilities.
- Assist the students in identifying careers options that match their interest, abilities and helping them to prepare for potential career path that they have chosen.
- Recommending educational opportunities such as Universities and College Courses that may lead to a career change.
- Develop strategies to build professional network, prepare plans and reports.
- Provide instruction on psychological and social issues that help learners minimize cases of indiscipline and remain grounded so as to achieve their academic goals.
- Conducting individualized counseling to students dealing with a myriad of issues such as grief, trauma, identity, self-esteem, personality and academic-related challenges.
- Provide referrals, recommendations and awareness to students about emerging issues such as drugs and substance abuse, and mental health awareness.
- Develop skills to help study habits and time management that help learners to maintain academic standards and set goals for academic excellence.
- Invitation of various career professional speakers for talks to the students.
- Organize annual career open days and career fairs through which students get to interact with various professionals in different fields. They also get a chance to get information about admission to universities in Kenya and abroad.
- Attend Career Open Days and Seminars organized by other institutions and avail career reference materials, magazines, newspapers and guide books among others to students.

**Key qualifications, skills required:**

- **Education:** Possess a Master's Degree/Bachelor's Degree in Education, Counselling, Psychology or relevant subject(s).
- **Experience:** A minimum of 3 years' of teaching experience with exposure to the British National Curriculum in IGCSE, AS and 'A' Level will be an added advantage.
- **Possess:** a TSC registration Certificate
- Certificate in Career Counselling will be an added advantage.
- Strong knowledge of college admission processes and requirements.
- Knowledge of current trends in Higher Education and job market.
- Must be a committed individual who is passionate to work with students.
- Excellent communication and interpersonal skills with parents, staff and students.

Interested applicants who meet the above requirements should apply through the school website <https://premier-sri.ac.ke/careers/> not later than Friday, Friday, 10<sup>th</sup> May 2024.