



Join the MSF Team!

University Guidance Counsellor (M/W/D)

Metropolitan School Frankfurt is a true international school and preschool with German Roots. Our language of instruction is English, taught by university qualified native speakers, offering whole day schooling to over 750 children from 55 countries.

Our international school curriculum is based on Hessen curriculum and the International Baccalaureate Primary Years Programme (IB).

MSF is currently recruiting for a

University Guidance Counsellor (FT)

The position will be a full-time one to include coordinating the Grade 10 Work Experience programme and teaching our UniG class, which meets once per week, in grades 10 through 12.

The specific tasks and responsibilities of the University Guidance Counsellor include:

- Collaboratively work with the Secondary School Principal to create a university guidance program for students and parents
- Ensure that students have an active and engaged role in developing their university choices
- Engage with all students, in Grades 10-12, to build a purposeful academic and personal profile for each individual student
- Develop and lead collaborative staff professional learning about the university admissions process
- Research and communicate all university guidance policies effectively to all members of the school community
- Ensure that school transcripts are all prepared, available and distributed appropriately and write appropriate, supportive, professional college references, as requested
- Communicate and liaise regularly with parents (such as workshops, information sessions, newsletters, individual meetings), ensuring the community has the opportunity to learn about university guidance, and are conversant with universities' expectations
- Analyse and evaluate, with the IGCSE and IB Team, student performance data and take appropriate action in support of effective university guidance
- Ensure a comprehensive record of university applications and outcomes is maintained and shared appropriately

Applicants should possess a Bachelor or Masters degree, at least two years of relevant experience, excellent communication skills and a sense of humour. A passion for working with Secondary School students is a key requirement for these positions.

In addition to having strong listening and speaking skills, you must be able to coordinate your actions with others, negotiate, instruct and persuade. This skill set will facilitate your interactions with students and colleagues, as well as with members of other departments in your organisation.

Please send a complete application including a cover letter, CV, and a recent photograph to careers@m-school.de.