

DULWICH COLLEGE
FOUNDED 1619

US University Admissions Counsellor

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Higher Education and Careers Department

The majority of ex-pupils (Old Alleynians) progress to higher education, taking up places at the most competitive universities in the UK and worldwide; thereafter, they enter a wide range of career sectors including finance, professional services, design, media, enterprise, technology, medicine and science. The College has a long-standing reputation for producing some of the finest actors, musicians, sportsmen and writers in the country.

Offering a wide, specialist knowledge of career and university pathways the Higher Education Department is based in purpose-built offices in the Lord George Building. The team of five staff runs the Higher Education and Careers website where pupils can access links to all of the main platforms we support, including UCAS, Unifrog and Morrisby. The website is a comprehensive digital resource which also offers a diary of work experience opportunities, lectures, workshops, masterclasses and summer schools; in addition, pupils will find current information on gap year schemes, insight visits, studying overseas, leavers' destinations and dedicated subject pages for all university curricular areas.

University Admissions Counsellor

The University Admissions Counsellor supports the Higher Education Department with international university applications, the core focus of which is the US and Canada. There are also opportunities to support other members of the College community such as assisting with co-curricular activities.

The successful candidate will be based primarily at Dulwich College but will support students across all our Foundation Schools (Dulwich College, James Allen's Girls' School (JAGS) and Alleyn's) working the equivalent of one day a week. The core duties set out below may involve joint sessions for students from all schools as well as individual support for students.

Job description

Job title

US University Admissions Counsellor

Reporting to

Director of Higher Education

Period of employment

Fixed Term (up to 2 years)

Hours of work

37.5 hours per week, Monday to Friday, including INSET days. Weekend and holiday work may be required

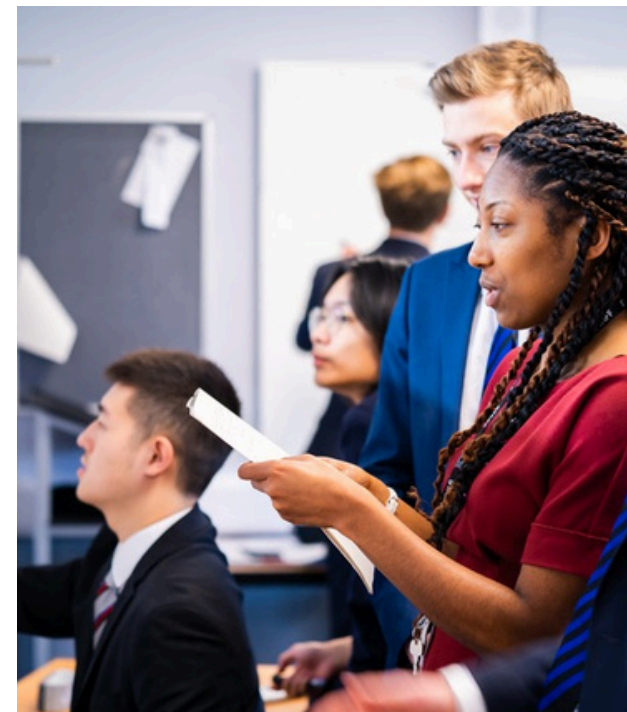
Salary

£23,407 per annum plus subsidised accommodation

Tasks and duties

Working across all our Foundation Schools (Dulwich College, James Allen's Girls School (JAGS) and Alleyn's)

- To facilitate educational and informational programmes related to international university applications (e.g. student, teacher and parent workshops, open evenings, assemblies), of which the core focus is the US and Canada
- To be College Counsellor for a group of students in Years 12 & 13
- To meet regularly and individually with students and families in their caseload
- To advise and prepare prospective pupils for US university applications





- To offer feedback on personal and supplemental essays, directly and via email
- To advise pupils applying for sports and other specialist scholarships in the US, including contacting coaches
- To assist pupils with interview practice, including mock interviews
- To monitor, update and submit applications through the appropriate portals (Common App, Coalition, Unifrog, UC, Slate)
- To help schools with US application strategy, including guidebooks for pupils and staff
- To help with US university placement records, reports about placements
- and update the School Profile

Additional duties

- To keep up-to-date on issues and trends related to university placement through professional development and attending conferences
- To monitor and report on internal admissions trends
- To assist in the functioning of the Higher Education Offices in administrative tasks, parents' evenings, and outreach
- To provide information and advice to Dulwich College staff or societies, as required
- To attend annual meetings (e.g. Eton Group, Trinity Group, HMC), meetings with university admissions officers, regional and national counsellor networking meetings and UCAS Results Day, as required
- To assist with co-curricular activities, including sports coaching and/or support for creative arts projects or our service activities
- To carry out other reasonable duties requested by the Director of Higher Education



Person Specification

	Essential	Desirable	Assessment
Experience of working in an Education environment	Y		Application form
Flexible approach in terms of work, changes and participation	Y		Application form
Excellent communication skills	Y		Application form Interview
Experience of working to tight deadlines under pressure	Y		Application form Interview
Self motivated	Y		Application Form
Resilient and calm under pressure	Y		Interview
Working use Ability to use relevant ICT effectively e.g. MS Office suite	Y		Interview
Enthusiasm, energy, initiative and a sense of humour	Y		Application Form Interview

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.



Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

4.00pm on **Friday, 24 April 2026**

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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