

JOB DESCRIPTION: School Counsellor

PURPOSE:	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
RESPONSIBLE TO:	Principal
WORKING TIME:	One day per week

Summary of Responsibilities

Job Purpose: Counsellor

- To provide a high quality counselling service to students experience a wide range of emotional challenges.
- To provide support, guidance and advice to parents, carers and the school.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

MAIN DUTIES

Counsellor

- To be responsible for the confidential counselling services to students as needed.
- To promote a caring and supportive environment where such concerns may be explored.
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the counselling service.
- To maintain appropriate records and to keep these secure.
- To maintain a high level of knowledge and awareness of the changes and developments in the fields of counselling and education.
- To arrange and deliver relevant training for staff as and when needs are identified.

Other Specific Duties:

- To take responsibility for personal professional development.

Person Specification – School Counsellor

Person Specification

A. Qualifications and Experience

- Post-graduate Diploma in counselling or equivalent.
- Safeguarding (Child Protection) Training.
- At least 5 years' post qualification experience.
- Experience of working in the International School system in Singapore would be an advantage.

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school.
- A willingness and ability to develop specialist knowledge and keep up to date with local and international policy and developments.
- Interpersonal skills – for building relationships with parents, teachers, and external professionals.
- Written communication skills – for writing learning and support plans, reports on pupil progress, and training and guidance for staff.
- Organisation and time-management skills – needed for prioritising and balancing a busy and varied workload.
- Empathy and emotional intelligence – in order to recognise and be sensitive to the needs of pupils and parents.
- Analytical and problem-solving skills – necessary for analysing school, local and international data and developing appropriate strategies and interventions.
- An understanding of the developmental, emotional, social and educational issues of children and young people.
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards.
- The ability to lead by example and inspire others to try new ideas and techniques.
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour.
- High levels of communication skills both oral, written and in ICT

C. Leadership/Personal Qualities

- A team player respected by others.
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure.
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to the marketing of the school.
- Influencing and negotiation skills – to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.
- Leadership skills – to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting pupils with SEN.
- Open and constructive, accepting of feedback and always willing to learn.
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach.
- The ability to prioritise, evaluate and manage financial and human resources.