



**Job Description  
School Counsellor  
(Reporting to Headteacher/DH Pastoral Secondary and Primary)**

**Main Duties**

The duties of the School Counsellor include (but are not limited to)

- offering pupils individual counselling and support.
- working with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behavior, abuse of any kind, anxiety and fears.
- supervising and mentoring the Assistant Counsellor, triage cases and managing caseload.
- working closely with the Safeguarding team offering advice and support.
- providing consultation to staff.
- liaising with the pastoral management team.
- liaising with parents, when appropriate.
- networking and liaising with personnel from other agencies with a view to easing referrals and accessing specialist consultants.
- keeping accurate, secure case records.
- maintaining confidentiality except in those circumstances in line with BACP (British Association for Counsellors and Psychotherapists or equivalent) where this should be breached.
- providing information on the counselling service and the role of the counsellor to pupils, staff and parents.
- contributing to the PSHE programme.
- developing strategies for promoting emotional resilience within the pupil body.
- working closely with parents to raise awareness and education on social, developmental and psychological issues.
- meeting regularly with the Head of Secondary/ Primary and providing updates of cases.
- running and offering parental workshops and sessions.

**Relations with Parents and Wider Community**

- Demonstrate a consistent record of parental involvement and satisfaction.
- Reporting is of an informative and consistently good standard.

## **Managing Own Performance and Development**

- Keep up-to-date in their subject(s) and/or specialism(s).
- Improve teaching through evaluating own practice in relation to pupils' progress, school targets and inspection evidence.

## **Managing Resources**

- Know how to plan and prioritise their own time and activity effectively.

## **Strategic Leadership**

- Provide a role model for pupils and other staff through their personal and professional conduct.
- Be highly respected and able to motivate others.
- Support the broad aims of the school and of the senior leadership team.

## **Administration and Organisation**

- To understand and implement:
  - Regulations and correct procedures
  - Emergency and evacuation procedures
  - Health and Safety policies
  - Child Protection and Safeguarding policies
  - All Pastoral policies
  - All curriculum policies
  - Any other organisational policies or agreed procedures
  - To conduct standardised or other tests when required and document pupils' performance
- To attend and participate in weekly staff meetings and also on other occasions when required e.g. year team planning meetings, and to support the decisions taken at those meetings, and respect the confidentiality of the matters discussed
- To attend and participate in training days
- To supervise playtimes, lunchtimes and enrichment when required
- To supervise after school matches or concerts when required
- To supervise pupils in assemblies when required.
- To supervise and lead:
  - Teaching Assistants
  - Students
  - Voluntary Helpers
- Endeavour to have and to foster good harmonious working relations with all staff, pupils and parents of The British School of Kuala Lumpur.
- Fulfill the working hours stated in the Employee contract.
- To undertake any other reasonable requests by the Headteacher or other line manager.

## **Pastoral Care of Students**

- Play an active role in the care, wellbeing and safeguarding of all students.
- Undertake child protection and safeguarding training relevant to the role.
- Proactively act on concerns, reporting immediately using the relevant school procedures.
- Demonstrate care, empathy and respect to all students.
- Actively support and encourage students to create, develop and maintain healthy friendships.
- To actively support all school systems of recording and reporting concerns regarding student welfare, including child protection and safeguarding.
- Act as a role model to all students.
- Actively participate in the school's house system.
- Attend trips and outdoor educational activities to support students' personal development.
- Model good practice to students, promoting the values as set out in the BSF school charter.
- Consistently apply school policies, in particular the positive behaviour policy.
- Any other tasks or practices as reasonably directed by the HoD, HoY or SLT.