

## **JOB DESCRIPTION**

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Emotional Counsellor
<b>Classification</b>	Academic
<b>Reporting to</b>	Head of PSD and Individual Needs Department
<b>Duties and Responsibilities</b>	<p><b>Overview:</b> The candidate will work in the Individual Needs Department, which will include another counsellor and a learning support teacher. This individual will require:</p> <ol style="list-style-type: none"><li>1. To hold a recognised degree in counselling or equivalent</li><li>2. To support students across the age range of this school (4 - 18)</li><li>3. To have experience of counselling children with emotional and behavioural needs</li><li>4. To fluent command of both spoken and written Korean and English in order to communicate with English-speaking members of the pastoral team as well as with non-English speaking parents.</li><li>5. To be able to work in a supportive and effective team of school counsellors.</li><li>6. To be prepared to work beyond the normal working day to support students in this busy, boarding school.</li><li>7. To be reliable, trustworthy and professional.</li></ol> <p><b>Preferred requirements:</b></p> <ol style="list-style-type: none"><li>8. To speak some Mandarin.</li><li>9. To have experience working with high achieving students and the pressures they face.</li><li>10. To have experience working in an international school with a dual or multiple culture experience.</li><li>11. To understand Korean culture and be able to provide professional development to staff about this.</li><li>12. To have a commitment to and experience in challenging racism.</li><li>13. To have experience and training in child protection and safeguarding.</li></ol>

	<p><b>Main areas of responsibility:</b></p> <p>14. Regular, individual counselling sessions will be provided for students identified as being in need of emotional or behavioural support.</p> <p>15. Work with students who have self-refer or be referred by school staff.</p> <p><b>Safeguarding:</b></p> <p>16. Abide by the school safeguarding policy and keep abreast of any changes.</p>
<b>Last JD Review</b>	November 2017