

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION

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

The 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.

North London Collegiate School Dubai seeks enthusiastic and highly-qualified **Counsellor**. The **Counsellor** provides all students equitable access to a quality, developmentally appropriate and comprehensive counselling program that focuses on academic success, personal and social development. These services are provided through individual planning, responsive services and support services. Delivery of these services may be provided through individual and group activities as well as through classroom and assembly participation.

Position/Job Title:	Junior School Counsellor
Classification:	Junior School
Reporting to:	Deputy Head of Junior School
Professional qualifications:	<ul style="list-style-type: none"> • Master's degree in Psychology or related field • Meet all requirements of the Community Development Authority for Counsellors • Evidence of continuous professional development
Professional experience:	<ul style="list-style-type: none"> • A minimum of 5 years' experience as a school Counsellor, preferably experience in the UAE • Previous experience of working as part of a team.
Personal qualities and skills:	<ul style="list-style-type: none"> • Possess skills in the areas of evaluation of students and interpreting test data, academic and career guidance, counselling with students and their family members, recognizing symptoms of serious concerns, and effective communication must be evident. • Show knowledge of community referral sources, special school programmes, human growth and development, counselling theories and practices and knowledge special educational needs must be evident. • Show knowledge of and willingness to abide by the laws and ethical standards regarding school counsellors, students and their families. • Ability to listen, effectively communicate with all people in a professional capacity, determine when referrals to other services are necessary, and gather, analyse and organize information and resources must be evident. • Strong written & oral communication skills in English and excellent interpersonal skills. • Be patient and compassionate • Have high levels of enthusiasm, energy, resilience and determination.

	<ul style="list-style-type: none"> • Demonstrate a high level of integrity • Be hard working, flexible and committed to the ethos of NLCS Dubai. • Excellent listening and problem solving skills • Ability to show good cultural understanding. • Ability to write reports and use technology effectively must be evident.
Duties & responsibilities:	<ul style="list-style-type: none"> • Listening to students' concerns regarding social, academic, or personal circumstances. • Providing students with support and guidance on how to deal with problems. • Mediating and improving relationships between students, parents, and teachers. • Counselling individuals and groups as required. • Conducting assessments to determine students' strengths, weaknesses, interests, and aptitudes. • Working with students to develop and improve their skill set. • Referring students to other support services and mental health professionals as needed. • Provides a school counselling programme to help students develop their full potential. • Delivers developmental units for groups, classes, grade levels and classroom and school wide. • Provides responsive services to individuals or small groups on academic and personal issues. • Provides an individual planning system to guide students towards acquiring self-responsibility and to build resilience. • Performs related duties as assigned by Principal. • Complies with NLCS Dubai policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. • Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly about educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards.
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abiding by the school safeguarding policy and keeping abreast of any changes

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.