

## SCHOOL COUNSELLOR JOB DESCRIPTION

<b>Job Title:</b>	School Counsellor
<b>Department:</b>	Upper School
<b>Line Manager:</b>	Director of Houses (Deputy Head: Pastoral)

### Purpose of Job

To provide a high-quality counselling service to students experiencing a wide range of emotional problems. To provide support, guidance and advice to parents, carers and the school as required. To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students. To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

### Duties and Responsibilities

#### 1. Be responsible for the confidential counselling services to students as needed.

- Work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears
- Promote a caring and supportive environment where such concerns may be explored
- Maintain appropriate and confidential records of counselling sessions and support
- Ensure appropriate confidentiality of sensitive information
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions

#### 2. Pastoral Responsibilities

- Meet regularly with relevant members of the pastoral team on individual student issues ensuring the best possible support
- Provide consultation to Tutors, Prep House Leaders, Heads of House and other staff who are supporting students in distress
- Be alert to trends and patterns of problems identifying causes and recommend corrective action
- Meet with parents as required
- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare

#### 3. Safeguarding Responsibilities

- Have a full and detailed knowledge of the school's Child Protection Policy and procedures
- Liaise with the Designated Safeguarding Lead on a frequent basis
- Receive appropriate safeguarding training and refresher training regularly

#### 4. Establish strong links with outside agencies

- Have a thorough knowledge of the mental health provision locally and nationally
- Network with personnel from other agencies and counsellors from other schools

*Harrow International School Bangkok is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

- Develop strong working relationships with specialist consultants such as psychologists

#### **Other Responsibilities**

- Take responsibility for personal professional development, keep up-to-date with research, developments and best practice for counselling which may lead to improvements in the counselling service provided
- Assist with the school's Peer Support Programme
- Contribute to the school's PHSE and Life Skills education programmes
- Provide regular audit information such as numbers, age range and types of problems to the SLT
- Provide assistance to other schools in crisis situations
- Arrange and deliver relevant training for staff as and when needs are identified
- Follow all agreed school policy and procedures as shared and in the staff handbooks
- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

#### **Requirements**

- Postgraduate Diploma or Masters level in counselling or a related field
- Further therapeutic training or qualification in working with children and young people
- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health and child protection services
- Knowledge of the Children's Act and legislation pertaining to children
- Good written and verbal communication skills
- Ability to work independently
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training" in the 'duties and responsibilities' section. However, this clause should not be used to "hide" areas of responsibility. All significant responsibilities (and certainly all functions that occupy 10% or more of the post holder's time) must be separately and specifically identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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## School Counsellor

**Reporting to:** Director of Houses (Deputy Head: Pastoral)

### About the Department

The counselling team is an integral part of pastoral care in the Upper School and consists of two full-time counsellors. The counsellors play an integral and proactive role in ensuring the well-being of our students and take proactive steps as part of a wider team to support well-being. The counsellors are central to our safeguarding provision in the school and have excellent links with wider support services in the city.

The counsellors are active members in the Bangkok counselling network whom we draw upon for support and also provide support when needed.

### The Pastoral System

The school operates a House system with six pastoral Houses, each led by a Head of House in Years 9-13 and a Prep House Leader in Years 6-8. The counselling team liaise regularly with this team in conjunction with the Director of Houses to form a robust 'team around the child'.