



## JOB DESCRIPTION

### SCHOOL COUNSELLOR

<b>Job Title:</b>	School Counsellor
<b>Line Manager:</b>	Deputy Head Pastoral

#### Purpose of Job

The School Counsellor will support the mental and physical health and emotional wellbeing of all students alongside the existing school counsellor. They will provide a high-quality counselling service to students experiencing a wide range of social, emotional and health issues. They will be a key to the school's commitment to ensure all students reach their academic potential, develop the values and behaviours the school espouses and are best prepared for a fulfilled and successful adult life. They will significantly contribute to the safeguarding and promotion of the welfare and personal care of all the school's students.

#### Duties and Responsibilities

##### Key Responsibilities

- Work with the Deputy Head Pastoral, SENDCo and House Masters/Mistresses (HMs) to support the needs of all students.
- Communicate with appropriate staff to understand student issues, then develop and implement strategies/interventions for individual students and review their impact; further adjusting the methods until the issue has been resolved.
- Consult and communicate with parents regarding the counselling services and support available. Provide educational bulletins and training sessions to parents on a range of appropriate areas as a proactive approach to supporting the school's community.
- Maintain a presence around school so as to be aware of the pertinent issues amongst students.
- Assist HMs in the induction of new students.
- Provide a programme that equips students with the skills and behaviours to maintain a healthy and happy lifestyle.
- Provide support and guidance to staff, enabling them to better identify and support students with emotional health and wellbeing issues.
- Compile and maintain secure and confidential records of all counselling sessions and ensure that confidentiality is maintained.
- Work with external agencies to provide further support where required.
- Support staff who are experiencing social, emotional and psychological issues.
- Other reasonable requests made by the Head Master

*Harrow is committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

## Requirements

### Required Qualifications/Skills

- Bachelor's degree or equivalent.
- Post-graduate qualification in Counselling or Psychotherapy.
- Registered with the British Association for Counselling and Psychotherapy and/or the UK Council for Psychotherapy, or similar.
- At least two years' experience, post qualification, working with students.
- Experience of working as part of a multi-disciplinary team.
- An understanding of the developmental, emotional, social and educational issues faced by young people.
- An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds.
- Knowledge in a variety of clinical interventions and therapy styles.

### The following is desirable:

- Experience of working as part of a Secondary School Team.
- Experience designing, implementing, evaluating and enhancing workshops and programmes aimed at supporting parents and carers.
- Knowledge in mediation and conflict resolution methods.
- Knowledge of the Japanese legislation pertaining to children.
- Further therapeutic training or qualification in working with adolescents.
- Experience of group and individual counselling.
- Knowledge of local mental health services.

### Person Specification

- Native spoken and written English.
- Good command of spoken and written Japanese and/or Chinese (desirable).
- Ability to relate and communicate with people of all ages and backgrounds.
- Strong presentation skills.
- Excellent written and verbal communication skills.
- Strong listening skills.
- Ability to work independently, manage own caseload and use initiative.
- Commitment to continuing professional development.
- Demonstration of high personal, ethical and professional standards.
- Patience, tolerance and sensitivity.
- A mature and non-judgemental outlook.
- Enthusiasm and positivity.



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*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by 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.*

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.