



**HARROW**  
INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校  
SHENZHEN QIANHAI 深圳前海



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## SCHOOL COUNSELLOR JOB DESCRIPTION

<b>Job Title:</b>	School Counsellor (Whole School)
<b>Line Manager:</b>	Assistant Head Whole School

### Purpose of Job

To contribute to the work of the School's pastoral and student support teams by providing expert counselling and support to individual students and groups of students to help them to overcome emotional, personal and social barriers to learning and well-being.

### Duties and Responsibilities

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
<b>General Duties</b>	<p>Provide counselling support for students by:</p> <ul style="list-style-type: none"> <li>• In collaboration with the pastoral leaders to evaluate the needs of referred students and determining the correct level of support that is required for each one;</li> <li>• Managing a caseload of students who require confidential one to one counselling or therapeutic group work, ensuring that support is provided in a timely and time-bonded manner;</li> <li>• Identifying next steps for students for whom the school has worked and who require further support.</li> <li>• Maintaining accurate and detailed records of work undertaken with each student;</li> <li>• Building positive relationships with the parents of students who are receiving support;</li> <li>• To be a visible and known member of the staff community to students across the School such that they are aware of the support available.</li> </ul> <p>Support the work of pastoral teams by:</p> <ul style="list-style-type: none"> <li>• Developing schemes of learning for identified students to support positive mental health, well-being and barriers to learning;</li> <li>• Proactively support the pastoral program through the delivery of assemblies that address issues related to well-being, emotional resilience and self-confidence, among other agreed topics;</li> <li>• Being a source of informal support and provide formalised training for teaching and support staff that are providing support to students;</li> <li>• Contributing to the pastoral daily operations by ensuring that all students that visit the team are dealt with professionally and are able to return to lessons, if appropriate, following an evaluation of their needs;</li> <li>• Any other actions that are deemed necessary by the Assistant Head in order to develop Therapeutic input and provision at Harrow Shenzhen Qianhai.</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Proactively and accurately reporting safeguarding concerns;</li> <li>• Maintaining an expertise in issues such as mental health well-being and counselling strategies in order to be able to provide expert support to the students;</li> <li>• Maintaining confidentiality, except in those circumstances outlined by BACP/ School safeguarding;</li> </ul>

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	<ul style="list-style-type: none"> <li>Maintaining high standards of professional practice, complying at all times with counselling regulatory body guidelines and pastoral team expectations.</li> <li>Attending supervision, training courses and team meetings as required.</li> </ul>
<b>Welfare and Discipline Matters</b>	<ul style="list-style-type: none"> <li>To handle sensitively and in line with Pastoral Team guidelines and expectations and the safeguarding policy the support of students with social, emotional, behavioural, and mental health needs.</li> </ul>
<b>Leadership In Action</b>	<ul style="list-style-type: none"> <li>Proactively participate in the well-being and therapeutic direction across the Whole School in close collaboration with key stakeholders.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Seek out opportunities for professional development to support the role.</li> <li>Actively engage in CPD opportunities within the School/Family of Schools.</li> </ul>
<b>Collegiality</b>	<ul style="list-style-type: none"> <li>Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes regarding students that are/may require counselling input.</li> <li>Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Harrow Shenzhen Qianhai.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.</li> <li>Ensure the ongoing Health &amp; Security for all Harrow Shenzhen Qianhai stakeholders</li> </ul>

**Key Relationships across the HIS and HILA :**

Internal: Assistant Head; Pastoral Leaders across the whole school.

External: Parents, external agencies and supervisors.

**Other important features or requirements of the job:** liaison and communication with all teachers across the School, as well as parents and students.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>A clear and demonstrable grasp of theoretical bases underpinning the process of counselling</li> <li>The ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development</li> <li>A thorough knowledge of Child Protection and safeguarding in China Familiarity with SEND</li> </ul>	<ul style="list-style-type: none"> <li>Flexible</li> <li>Objectivity</li> <li>Patient</li> <li>Non- judgemental</li> <li>Safe Presence</li> <li>Cooperative</li> <li>Inviting</li> <li>Bilingual</li> <li>Proven ability to remain calm under pressure</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Systematic record keeping</li> <li>To maintain a client centred approach, be approachable</li> </ul>	<ul style="list-style-type: none"> <li>Highly developed counselling skills through education and experience</li> <li>Problem Solver</li> </ul>

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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Worked in a school environment</li> <li>• Possess relevant experience in a helping profession, either paid or voluntary</li> </ul> <p>Experience of working and liaising with other agencies and with a diversity of client groups</p>	<ul style="list-style-type: none"> <li>• Worked in private practice</li> <li>• Or worked in public practice</li> <li>• Worked with children</li> <li>• An enhanced Police disclosure</li> </ul> <p>Experience of organising workshops and providing training to others</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Counselling, Social Work, Human Services. Play Therapy or relevant degree or certification in a counselling field.</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s Degree in Counselling, Social Work, Human Services. Play Therapy or relevant degree or certification in a counselling field.</li> </ul>

Education is an ever-changing service and all staff are expected to participate constructively in school 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. 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.