

# Job Description

## Wellbeing Counsellor



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| Position Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Wellbeing Counsellor    | Reporting to | Vice Principal<br>(Student Wellbeing)<br>Head of Wellbeing |
| Position Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Education Support Staff |              |                                                            |
| 1. Position Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |              |                                                            |
| As Wellbeing Counsellor you will be accountable for providing student wellbeing services ranging from preventative to responsive supports, including guidance to parents and teachers relating to child and adolescent wellbeing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |              |                                                            |
| 2. Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |              |                                                            |
| <p>As Wellbeing Counsellor, you will be expected to:</p> <ul style="list-style-type: none"> <li>• Collaborate with school leaders in ensuring that student wellbeing is privileged throughout the school, at both the strategic and operational levels, to create a learning environment that allows students to thrive.</li> <li>• Develop and implement proactive wellbeing programs and initiatives to support and educate students on wellbeing needs, and solicit feedback from students, families, teachers, leaders, and external stakeholders to evaluate and continuously improve these programs.</li> <li>• Initiates and creates school-wide activities to promote healthy living, such as organizing wellness fairs, leading fitness challenges, coordinating mindfulness workshops, offering nutrition education programs, facilitating stress management sessions, hosting mental health awareness campaigns, leading after-school sports clubs, and organizing community gardening projects.</li> <li>• Work collaboratively with students, families, and school staff to provide tailored services supportive of students' physical, psychological, social, cognitive, and material wellbeing.</li> <li>• Work closely with teachers to provide advice across the range of wellbeing domains, including the identification and/or provision of professional learning programs to build teacher capability.</li> <li>• Actively promote and privilege student voice and agency in their learning by providing advice to teachers and families on evidence-informed strategies.</li> <li>• Conduct counselling with students individually or in small groups as appropriate to assist with averting and overcoming challenges, including Students of Determination.</li> <li>• Collaborate with the SEN Coordinator, Educational Psychologist, Head of Wellbeing to ensure a coordinated approach to the identification of student need and the provision of supports to vulnerable cohorts of students.</li> <li>• Assess the needs of individual students and develop tailored intervention plans, in collaboration with parents, teachers, and other stakeholders/agencies, when necessary.</li> <li>• Identify students who require external support services and manage the referral process in partnership with parents and relevant external bodies.</li> <li>• Establish, coordinate, and supervise social support networks within the school community to foster a supportive and inclusive environment for students.</li> <li>• Provide information and assistance to enable students, parents, and teachers to access community services and relevant external agencies for wellbeing support and assistance.</li> <li>• Provide immediate support and intervention in crisis situations to ensure the safety and wellbeing of students, following UAE and MOE policies and procedures.</li> <li>• Maintain confidential records of all student contacts and interviews, in line with profession ethical standards and MOE policy.</li> <li>• Participate in family meetings, maintaining detailed records of interactions and outcomes, in line with the Behaviour Policy.</li> <li>• Participate in and critically reflect on professional development, training, and supervision, as required by the appropriate accrediting body, to ensure meeting of current professional standards and enactment of best practice.</li> </ul> |                         |              |                                                            |

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| <ul style="list-style-type: none"> <li>• Adhere to ethical standards of the counselling profession and comply with UAE laws, policies, and procedures governing the school.</li> <li>• Any other additional tasks that are deemed relevant to this position.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                           |
| 3. Health, Safety and Safeguarding Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                           |
| <ol style="list-style-type: none"> <li>1. Strategy: Positively contribute to Health and Safety and Safeguarding improvement strategies within Yas School and the wider organisation.</li> <li>2. Policy and Compliance: Familiarise self on Health and Safety and Child Safeguarding policies and procedures. Support, as necessary with adherence and awareness to the policies.</li> <li>3. Incident Reporting: Ensure Health and Safety and Safeguarding concerns are escalated and reported on the appropriate platforms within Yas School and the wider organisation. Fully adhere to incident reporting requirements at Yas School.</li> <li>4. Training and Awareness: Ensure timely completion of Health and Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Yas School and the wider organisation.</li> <li>5. Emergency Preparedness: Be aware of Yas School's emergency response procedures and ensure you partake in mandatory drills. Where you have responsibility for a child, ensure their transport means (own or bus) as well as any medical needs are known and communicated as appropriate.</li> </ol> |                                                                                                                                           |
| 4. Key Interactions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                           |
| Internal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | External                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Students</li> <li>• Vice Principal (Student Wellbeing)</li> <li>• Senior SEN Coordinator</li> <li>• Head of Wellbeing</li> <li>• Cycle/Grade-level Leader</li> <li>• Social Workers</li> <li>• Safety Officers</li> <li>• Educational Psychologist</li> <li>• School Nurse</li> <li>• Teachers</li> <li>• SEN Teachers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Parents</li> <li>• Relevant government entities</li> <li>• External service providers</li> </ul> |
| 5. Qualifications and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                           |
| <p>Educational Qualifications, Professional Certifications and Experience:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Counselling, Psychology, Social Work or related field.</li> <li>• Proficiency in English (demonstrated by a minimum IELTS score of 6 or equivalent).</li> <li>• Proficiency in Arabic is a requirement.</li> <li>• 3 years' experience in a counselling role, preferably in an educational setting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                           |