

## **School Counsellor Job Description**

### **Core Purpose:**

The core purpose of this position is to take the lead in ensuring efficient and effective systems are in place that supports students' social and emotional needs and development with the aim to foster resilience and personal skills development. In this position, the School Counsellor will promote student success, provide preventive services, and respond to identified student needs by co-ordinating a comprehensive pastoral program that addresses personal and social development for students. The position holder will also support the aims and values of the School at all times.

The Counselor is expected to take an active role in pastoral care and behavioral management. Starting with the admissions process, the Counselor works in partnership with all members of the community to establish and strengthen positive working relationships in the best interests of student development and provides support and guidance for families and staff when necessary with the overarching goal of student success.

### **ISB Philosophy and Objectives:**

It is expected that all employees will become familiar with the school philosophy and objectives, work in accordance with them, and promote them in all aspects of their role.

### **Line Manager:**

Direct Report: Middle School Principal

### **Responsibilities:**

#### **Advocating for students' personal and educational needs**

- Provide orientation for new students;
- Promote successful student transition between year levels;
- Coordinate small group and individual counselling sessions with students regarding:
  - coping with difficult personal and family problems;
  - increasing self-awareness and developing positive self-concept.
- Liaise with the Learning Support and EAL staff concerning students with learning support and language needs that could affect the students' academic performance and/or behaviour;
- Take an active role in behavioural management and pastoral care;

#### **Best practice and collaboration**

- Support and guide teachers in helping students in their personal and social development and in the early identification of student problems;
- Collaborate with stakeholders (both inside and outside school) to develop and implement responsive educational programs that support the achievement of goals for students;

- Model, team-teach and provide instructional strategy support to teacher groups and individuals in developing the whole child;
- Consult with and implement professional development (including workshops) for teachers, parents and staff regarding children's needs and student pastoral issues.

#### **System change and organization**

- Work with classroom teachers through observation, strategy development, and Child Study Team Process to meet the social/emotional needs of individual students;
- Provide leadership as a member of the Child Study Team Process and the Child Protection Team;
- Provide up-to-date, accurate student records as relates to their personal social development;
- Assess the school programs for systematic barriers to academic and social success;
- Provide support to the admissions process through, application review, observations and recommendations;
- Prepare and propose annually an analysis of resource requirements;
- Identifying school and community resources for assisting students and maintain an up-to-date list of those resources, making them available to school teams and to families;
- Propose and work within a budget assigned for Counselling.
- Carry out additional activities, as requested, in line with the general expectations of this position within school and job description.
- Review and update the pastoral programme, including materials and instructional strategies;
- As specialists in child and adolescent development, school counsellors coordinate the objectives, strategies, and activities of a developmental school counselling program.

#### **Other duties and responsibilities:**

- All faculty members at the International School Basel are also expected to contribute to the holistic life of the school through their involvement in our Activity Programme and participation in our thriving school community. This may also include carrying out additional activities, as requested and in line with the general expectation of this job description.
- Travel and work during times of school closure may be required together with occasional work on evenings and weekends.

#### **Professional Qualifications and Qualities:**

- Bachelor's Degree or equivalent plus Master's degree in Guidance and Counselling or a related field required;
- Current classroom teacher and guidance counselling certification/qualification;
- Minimum four years post-graduate personal and social counselling experience in an educational setting;
- Well-versed in psycho-educational interventions;
- Experience and expertise in running effective parent education workshops;
- Proven success in providing effective leadership, motivation and guidance to students, staff and parents;
- Demonstrated ability to build positive working relationships with colleagues including the establishment of and participation in collaborative structures.
- Excellent interpersonal and communication skills in English, both verbal and written;
- Understanding of the relevant school section student and transitional grades;
- Strong ICT skills and a knowledge of their effective use to support pedagogy;
- The ability to work with tact and discretion and to maintain appropriate confidentiality;

- Detail-oriented with strong organizational, time management and multi-tasking skills;
- Ability to understand and empathize with social and cultural diversity;
- Demonstrated reliability in current position including an excellent attendance record;
- Maturity and commitment to exercise sound judgment;
- Able to demonstrate flexibility and initiative in support of all ISB related activities.