

Role Title	Reports to
<b>School Counsellor</b> (Personal and University/Academic Advising)	Secondary Principal
<b>All employees</b>	
BISP employees are committed to safeguarding and to promoting the welfare of children and young people. We ensure a safe, stimulating, and well-managed learning environment that promotes diversity, and a sense of collegiate support and wellbeing.	
<b>Purpose of the role</b>	
<p>In pursuit of the school's mission to inspire learning, nurture wellbeing and ignite passion, the School Counsellor will offer a range of services to meet the needs of our student body, and support them in pursuit of personal, academic and educational growth.</p> <p>Members of the counselling team specialise in areas described below and the various responsibilities are divided, with consideration of likely demand and individual skills, between counselling team members on an annual basis.</p>	
<b>Responsibilities</b>	
<p><b><u>Personal Counselling</u></b></p> <ul style="list-style-type: none"> <li>• Assist students, either upon referral or upon individual student request, to resolve social/emotional issues.</li> <li>• Provide specific counselling intervention as part of a wider support plan for vulnerable students.</li> <li>• Liaise with School Psychologist and multi-agency networks to support students and their families.</li> <li>• Work with Heads of School and Admissions to help students make a positive transition in and out of BISP.</li> <li>• Be available to provide counselling services for staff as required or requested.</li> </ul> <p><b><u>Wellbeing Education</u></b></p> <ul style="list-style-type: none"> <li>• Work with students to raise awareness of a diverse range of topics, in line with our school values and ethos, relating to social and emotional wellbeing, diversity and inclusion.</li> <li>• Contribute specialist knowledge to the planning and delivery of Wellbeing Education as required.</li> <li>• Lead assemblies and workshops for students related to areas of specialism eg Mental Health awareness; transitioning to adult life etc.</li> <li>• As part of the counselling team, provide opportunities for parent education and staff professional development.</li> </ul> <p><b><u>Careers Education</u></b></p> <ul style="list-style-type: none"> <li>• Provide vertically aligned opportunities including the following:</li> </ul>	

Role Title	Reports to
<b>School Counsellor</b> (Personal and University/Academic Advising)	Secondary Principal
<p>a. Careers Education: Planned programmes in the curriculum giving students knowledge and skills to help them to consider their academic and/or career pathway.</p> <p>b. Career Information: Including options, skills, occupations, international labour market information, pathways and progression routes.</p> <p>c. Careers Advice and Guidance: Independent and impartial careers advice and guidance that is sensitive to cultural and familial considerations, and inclusive of the international and historical context of the student.</p> <p>d. Work Related Learning: Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.</p> <p>e. Strengths Profiling: Advise students on career opportunities through career interest and strengths profiling eg through Unifrog platform.</p> <p><b><u>Academic Advising</u></b></p> <ul style="list-style-type: none"> <li>Take a student-centred approach to advise students on subject selection, graduation pathways and potential future requirements. Specifically through:               <ol style="list-style-type: none"> <li>IGCSE subject selection advisories</li> <li>IB subject selection meetings</li> <li>Consultative meetings with parents</li> <li>Subject change and level discussion and tracking</li> <li>Ongoing individual and group meetings</li> </ol> </li> <li>Review reports and grading to identify areas of concern regarding student's educational pathway and assist with interventions.</li> <li>Monitor transcripts to ensure that students are on track to meet the requirements for Graduation and the BISP High School Diploma, reporting to the Heads of School as required.</li> </ul> <p><b><u>Post - Secondary Advising</u></b></p> <ul style="list-style-type: none"> <li>Manage a caseload of students assisting them with all post-secondary planning, including applying to university, gap year, military service, employment or professional sports.</li> <li>Develop and maintain processes and timelines for university application, and be available to offer university-related support and counselling to students throughout extended holiday periods.</li> <li>Assist and advise students and their parents through the university admissions process - including financial aid/scholarship opportunities.</li> <li>Meet with new and prospective students, as signposted by the Head of Senior School, to advise on the best academic transition to BISP for their post-secondary goals.</li> <li>Conduct exit meetings with graduating students.</li> </ul> <p><b><u>Student Athlete Programme</u></b></p> <ul style="list-style-type: none"> <li>Support the Academy Coaches to guide students to their Post-Secondary pathway as an athlete.</li> <li>Educate students and families about post-secondary pathways available to High Performance athletes</li> <li>In liaison with the Marketing Department, assist students to create player profiles, resumes, etc.</li> <li>Ensure students are aware of the academic requirements for further education as a student athlete and provide guidance on the best academic pathways</li> </ul>	

Role Title	Reports to
<b>School Counsellor</b> (Personal and University/Academic Advising)	Secondary Principal
<p><b><u>Administration and School Profile</u></b></p> <ul style="list-style-type: none"> <li>• Utilise the Secondary Secretaries to support the counselling department.</li> <li>• Collate data for the annual School Profile for Marketing and Universities.</li> <li>• Compile and maintain confidential counselling records.</li> <li>• Provide well-constructed, meaningful and accurate counsellor recommendations, and support teachers to write appropriate letters of recommendation.</li> <li>• Produce, store and distribute official documents, such as the school profile, transcript, enrolment letters, IGCSE and IB certificates in line with school policy and procedure.</li> <li>• Administer the PSAT and SAT and other university entrance exams at BISP.</li> <li>• Maintain the university advising platform (Unifrog) and social media representation in conjunction with other staff.</li> <li>• Plan, conduct and advertise college visits and university fairs/events.</li> <li>• Compile reports as required.</li> <li>• Initiate self-evaluative processes within the team as necessary eg impact surveys.</li> <li>• Continue to build professional networks with universities and colleges worldwide.</li> </ul> <p><b><u>Generic Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Continuously develop professional understanding of evidence based research relating to comprehensive counselling and guidance.</li> <li>• Communicate collaboratively and effectively with all stakeholders - students, staff, parents and outside agencies.</li> <li>• Attend meetings within each educational phase and others as required.</li> <li>• Support Heads of School with parent meetings and communications as required.</li> <li>• Contribute to regulations and expectations of external accreditation agencies.</li> <li>• Fully support the ethos of the school and regularly attend school events whenever they may be scheduled.</li> <li>• Attend to such other duties to support the Principal as may, from time to time, be reasonably expected.</li> </ul>	
October 2022	