



SENIOR COUNSELLOR JOB DESCRIPTION

Job Title:	Senior Counsellor	RA Point:	RA4
Line Manager:	Director of Houses (Upper School Deputy Head Pastoral)		

Purpose of Job

The Senior Counsellor provides guidance to the counsellors and wider pastoral teams in mental health and wellbeing, including promotion, education, training, initiatives, resources, policies, and procedures. This vitally important role is central to the promotion and protection of the wellbeing of our students, ensuring that we give the best possible support to students with identified mental health needs.

Duties and Responsibilities

Counselling and Safeguarding

1. Act as an advocate of student wellbeing and contribute to the safeguarding and promotion of the welfare and personal care of the students
2. Work with the Executive Leadership Team (ELT), the Senior Leadership Team (SLT) and key staff across both Lower (LS) and Upper (US) Schools to support and champion activities that promote student safeguarding and wellbeing across the school
3. Work closely with the Designated Safeguarding Focal Point (DSFP), US, LS and Boarding Designated Safeguarding Leads and all Pastoral/Safeguarding Leads, Learning Support Leads and Nursing Team across the school
4. Lead the School Counselling Service and manage the School Counsellors
5. Take on an appropriate share of counselling cases
6. Lead the weekly Whole School Case Conference
7. Lead on the implementation and review of Safety in School (SIS) plans
8. Work closely with pastoral teams to create Return to School (RTS) plans
9. Contribute to the development of robust policies and procedures related to the safeguarding and wellbeing of all students
10. Support the school by creating opportunities to provide views and influence towards curriculum development and student learning
11. Contribute to the Safeguarding Duty Phone team supporting the Boarding Team with the general expectation of covering five weekends per year.
12. Support to signpost pastoral middle leaders for external counselling support as appropriate

Identify Need and Monitor Impact of Interventions

1. Assist in identifying needs, determining potential risks and co-ordinating support or referral to ensure students have timely access to effective mental health support when needed
2. Support the ongoing development of enhancing systems and processes that identify student needs
3. Monitor impact of interventions by seeking feedback from and giving feedback to staff, students and parents, to ensure those experiencing poor mental health get the support they need to be able to engage in all aspects of school life and participate in lessons and extra-curricular activities

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



Targeted Support and Referral

1. Support/supervise key staff in providing interventions for students with identified mental health and wellbeing needs
2. Work in partnership with local mental health professionals and providers to ensure the needs of students are known, understood and met; make and support effective referrals to these services
3. Collaborate with Safeguarding and Pastoral Leads in complex individual student case conferences and parent/guardian meetings as appropriate

Effective Engagement with Parents and Guardians

1. Develop positive relationships and work jointly with parents and guardians from a range of backgrounds and in a range of situations (including when relationships are difficult or a parent/guardian/student is distressed) using a range of strategies to successfully engage them in mental health and wellbeing
2. Support and/or signpost relevant evidence-based resources for parents and guardians so they can develop skills and strategies to support both their child and themselves
3. Lead and contribute to parent workshops to enable increased understanding of mental health and wellbeing issues that their children may face and early signs of these, share potential support strategies and emphasise that looking after mental health and wellbeing is the responsibility of all members of the school community
4. Develop strategies to engage parents and guardians in promoting a culture of wellbeing within and outside school hours

Staff Signposting

1. In liaison with the HR senior team, provide advice and guidance to staff in one off sessions as required on how to support their own wellbeing and signpost on as relevant

KEY STAFF: Boarding Staff, Counsellors, Prep House Leaders, Heads of Houses, University Counsellors, Tutor Teams, Year Group Leaders, Nursing Team, Executive Leadership Team and Senior Leadership team

Abbreviations: SLT- Senior Leadership Team; ELT - Executive Leadership Team; DSFP- Designated Safeguarding Focal Point; LS- Lower School; US- Upper School

Requirements

- Highly motivated and positive individual who is passionate about positive mental health and wellbeing
- Relevant qualifications, (Mental Health Support, Medical, Health and Social Care, Counselling backgrounds considered)
- Registered counsellor with a recognised provider (eg: BACP Accreditation, UKCP registration or BPC)
- Experience in working with young people
- Empathetic individual who can work alongside others in a compassionate and non-judgemental manner
- Committed to their own ongoing learning and development
- Clear communicator who can work alongside stakeholders in many different contexts

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- Understanding of relevant legislation and good practice within the realm of Mental Health Support Services and safeguarding
- Relating knowledge of a range of therapies and interventions that promote improved mental wellbeing to support individual students
- Ability to reflect on professional practice and determine with other areas of improvement and further development needs
- Awareness of data protection, child protection, confidentiality legislation
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

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