

Job Description: School Counsellor

Post	School Counsellor
Responsible to	Head of Primary
Responsible for	Promoting positive mental health and interventions schoolwide

Sharjah English School believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, this job description and person specification are designed to outline primary duties, qualifications, and job scope, but not limit the employee, or Sharjah English School, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

This post holder will work closely with the heads of school and pastoral team to provide interventions and promote positive mental health schoolwide.

Responsibilities:

- To provide culturally relevant, one to one interventions and group support for students across Primary and Year 7.
- To liaise with relevant staff members to ensure a wrap-around service for students in need of support.
- To attend and contribute to meetings and case conferences for students on your caseload.
- To comply with the Child Protection and Safeguarding procedures including undertaking risk assessments for young people and engage in CP Review meetings.
- Deliver presentations and facilitate training and workshops to staff members and parents on current issues affecting young people.
- To keep accurate, confidential case notes.
- To be a visible support to students in the learning environment.
- To develop preventative interventions in response to the needs of the students.
- Any other reasonable duties as required

Person Specification: School Counsellor

All staff at Sharjah English School are united under the School Vision and the shared expectations outlined in our job descriptions. This person's specification below shares what we require in order to be shortlisted for the post.

It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

Category	Criteria
Training, Qualifications and Teaching Experience	<ul style="list-style-type: none">● Relevant degree● Counselling certification
Skills Leadership Knowledge and Experience	<ul style="list-style-type: none">● Minimum of three years experience in a similar role● Experience of identifying and assessing safeguarding issues including child abuse and neglect● Level Two safeguard trained● Excellent interpersonal, time management and organisational skills● Must be able to recognise and respond sensitively to the needs of pupils and parents.● Native English Speaker
Personal and Professional Qualities	<ul style="list-style-type: none">● Caring and compassionate● Discreet and trustworthy● Understand developmental psychology and age appropriate interventions for children and young people on a range of different issue● The ability to remain calm under pressure