**JOB DESCRIPTION**

**NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.**

**Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, 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.**

**Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non‐teaching staff and volunteers to share and uphold this commitment.**

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| **Position/Job Title** | Head of Emotional Guidance Counsellors with additional responsibility for Safeguarding |
| **Classification** | HoD |
| **Reporting to** | Vice Principal (Pastoral) |
| **Duties and****Responsibilities** | **Overview:** The Emotional Guidance Department has the responsibility to provide counselling support to students across the Whole School and remove barriers to learning through supporting the School’s pastoral system . The Head of EGC will therefore work closely with pastoral and academic staff to identify those in need of support and to develop strategies suitable for each student. **Main areas of responsibility:**1. Manage the EGC department budget and develop resources across the Whole School
2. Monitor the effectiveness of EGC provision throughout the Whole School
3. Lead the department on matters of provision, development, policy and procedures.
4. Lead the Emotional Counselling provision across the Whole School
5. Lead the Peer Mentoring program
6. Facilitate in-house training courses as appropriate and requested
7. Support counselling of identified students or initiatives within the student welfare framework
8. Ensure that Professional Review and Development procedures are adhered to within the department
9. Ensure that the school’s guiding statements and policies are widely published, understood and implemented within the department.
10. Cordininate, communicate and monitor the effectiveness of individual student plans .
11. Guide and assist relevant staff in their communication with parents, colleagues and the wider community with regard to the school’s support programmes, procedures and practices
12. Contribute towards the development of admissions policies and procedures as required
13. Work with the admissions team to assess potential NLCS Jeju applicants who may require specific support from the school
14. Advise the Principal and Senior Team on staff recruitment and staffing needs within the department
15. Ensure continuity of support across all phases of the School
16. Initiate, lead and document department meetings
17. Publish and regularly review the Whole School Emotional Counselling policy and procedures document, and strategic planning documents
18. Oversee, review and update records within the EGC Department, and make these available to all relevant staff members
19. Ensure that EGC staffing across the Whole School is balanced and reflects the needs of students.
20. Set up and run parent support groups in the area of counselling and parental support groups.
21. Represent the EGC department where appropriate at leadership team meetings
22. Work with pastoral and academic staff to ensure the school Counselling register is accurate and that individual support plans created and in use for each student on the register.

**Safeguarding****This role carries a special responsibility for Safeguarding and includes the position of being a Deputy Designated Safeguarding Lead as a consequence of the special role that an EGC holds within the school community.**24. Abide by the school safeguarding policy and keep abreast of any changes, informing the DSL of these and working to implement these both on the ground and in all documentation25. Work with the other DDSLs across the school and under the general leadership; of the DSL for the school to advise, support and ensure that that Safeguarding is understood, policies adhered to, effective within the Korean context and that the DSL is kept up to date of the Korean national pictures and support networks for supporting children.26. Ensuring that the handling of all Safeguarding matters is compliant with South Korean legislation and enforcement agencies and advising the DSL of this.27.Working with the DSL to lead all training in Safeguarding with a particular lead on disclosure and how to handle this and in parent meetings.28. Bringing to Safeguarding a greater understanding within the School through their wider knowledge of the complexities and impact of abuse in its many forms and with a particular focus on the assessment of suicide ideation and risk.   |
| **Last JD Review** |  January 2021 |