

Job description

Job title	School Counsellor	Department	Primary
Division/School	MCHK - School	Service location	MCHK Tai Po
Reporting line	Head of School	Effective date	August 2022

Roles and Responsibilities	
Job Purpose	<p>The post holder will deliver an in-school counselling service to support the social and emotional development and all-round wellbeing of pupils. They will also provide pupils, parents and staff with a supportive service which enables the school to be proactive in managing pupil wellbeing whilst providing crisis intervention where required. This new position is the result of our growing pupil numbers and would work alongside another school counsellor and would largely be working with Prep school pupils.</p> <p>As part of a growing school the successful applicant will be expected to play a role in reviewing and adapting the policies, procedures and delivery of a counselling support service in the school and to work with colleagues to integrate the service into the school's core provision and commitment to promoting the wellbeing of all pupils.</p>
Main Duties and Responsibilities	<p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Provide individual and group counselling services e.g. drop in clinics, crisis intervention, mediation, relationships; ● Contribute to the 'Learning for Life' programme with age-appropriate sessions around the area of mental health and wellbeing; ● Work with colleagues to support a safe environment for pupils where the focus is on promoting the wellbeing of all: consult with and serve as a resource for teachers, staff and parents regarding the developmental needs of pupils; ● Collaborate on, and contribute towards, policies and procedural documentation review as relevant to the role; ● Liaise closely with the Prep School Leadership Team, Year Level Learning Leaders and Class Teachers over matters relating to pupils; ● Communicate effectively orally and in writing with colleagues and parents as required; ● Conduct assessment and evaluations as needed and for which qualified to administer; ● Keep abreast of best practices and professional trends in school counselling; ● Maintain accurate records; and ● Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required. <p>General</p> <ul style="list-style-type: none"> ● To play an active part in the school and take a share in staff duties; ● To demonstrate a commitment to the Malvern Qualities; ● To demonstrate the flexibility and adaptability required in a school a young and developing school; and ● To demonstrate strong communication skills and the ability to work as part of a team.

Key Relationships	
Internal	<ul style="list-style-type: none"> • Pupils • Headmaster and MCHK management team • School's administrative and academic/teaching staff • MCHK Headquarters (HR)
External	<ul style="list-style-type: none"> • Parents • Service suppliers/providers

Position Requirements	
Academic Requirements	<ul style="list-style-type: none"> • Degree/qualification in field relevant to school counselling
Required Working Experience	<ul style="list-style-type: none"> • Minimum of two years' experience as a counsellor; • Previous experience of working in an international school is preferred
Competencies	<ul style="list-style-type: none"> • Excellent command of oral and written English language