

JOB DESCRIPTION: SCHOOL COUNSELLOR

Job Title:	School Counsellor	Department:	Administration
Reports to:	Principal	Direct Reports:	NA

Job Scope

- Overall responsibility for designing and implementing a counselling programme that meets the requirements of the school and student body and enables students to achieve success in all aspects of their life.
- Working closely with external agencies to ensure a coordinated approach to student support and wellbeing.
- Designing and implementing an effective PERMA program that supports students' emotional, and social development.
- Contributing to the education and training of all members of the community - students, staff and parents - on safeguarding and wellbeing related issues.
- contributing to employee well-being strategies, enhancing the overall mental health and support framework within the school community.

EC/ISP Principles

Begin with children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the wellbeing of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

Main Duties & Responsibilities

	<p><i>This is not an exhaustive list of all duties and responsibilities.</i></p> <ul style="list-style-type: none"> • Establish procedures and time frames to provide students with academic, personal, social, emotional and psychological counselling.
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	<ul style="list-style-type: none"> • Work with new students to ensure a smooth transition to the school. • Establish procedures for securing external assistance for students with personal and emotional needs. • Work closely and collaboratively with external agencies to ensure a joined up approach to student support and wellbeing. • Work with the Whole School Leadership Team to develop experiences and activities which are beneficial for students' holistic development, and which promote responsibility, leadership skills, cooperation and other personal and social skills. • Prepare and deliver 'skills for life lessons' to the sixth form students covering life skills such as basic cooking, basic sewing, basic vehicle maintenance, personal financial management and time management skills. • Maintain student records on progress, achievements, activities and interests. • Work closely with the Designated Safeguarding Lead, with regular meetings, to discuss, agree on and decide on the most appropriate actions related to individual student cases. • Support the DSL in parental meetings as and when required. • Maintain accurate counselling notes and records of cases, maintaining student confidentiality where appropriate. • Record important safeguarding information pertinent to the DSL and the Safeguarding team on the schools record system. • Contribute to the education and training of students about safeguarding and wellbeing related issues, equipping them with the tools they need to manage their own wellbeing. • Contribute to the education and training of parents so that they are equipped to support their child/ren's emotional and social wellbeing. • Contribute to the education and training of staff so that they are equipped to support students' emotional and social wellbeing. • Lead the development and implementation of employee well-being strategies with focus on the 7 strands as advised by KHDA • Ensure the EC policies, procedures, and codes of conduct are followed at all times • Any other duties that the Principal may from time to time ask the post-holder to perform
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Person Specification	
Qualifications and related Experience	<ul style="list-style-type: none"> • A degree in the relevant field • Experience working with children, ideally in a classroom or educational setting. • Understanding of special educational needs (SEN) and strategies to support students with diverse learning requirements. • Strong communication and interpersonal skills, with the ability to work effectively as part of a team. • Patience, empathy, and a positive attitude towards supporting student development and well-being.
Competencies: Skills & Abilities	<ul style="list-style-type: none"> • Is honest, even when this is uncomfortable. • Has integrity, even when this is difficult. • Is transparent, consistent and fair. • Can be flexible when the situation demands. • Is reflective, always seeking to improve. • Always assumes positive intent. • Is incredibly hard working, even if it means going above and beyond. • Is a team player and can share the load at peak times.

	<ul style="list-style-type: none"> • Is a lifelong learner - engaged in their own professional development • Takes feedback well, always seeking this as helpful feedback to improve. • Is a strategic thinker - is able to see the bigger picture. • Is systems oriented. • Pays attention to detail - has high standards. • Has impact - can follow things through to an outcome. • Is proactive at identifying issues before they arise and suggesting solutions. • Can propose solutions that are suitable for all key stages - solves rather than narrates problems. • Is thorough in all that they do. • Has a sense of humour.
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Safeguarding Statement

The English College and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

Review & Declaration

This job description is subject to review by WSLT, in collaboration with the post holder to ensure that it is kept up to date and relevant. Any changes will be implemented after consultation with the post holder.

Employee Name:		Date:	
Signature:			