

Job Description: School Counsellor & Wellbeing Ambassador

Position Title School Counsellor & Wellbeing Ambassador

Department Counsellor

Reporting to Vice Principal / Head of Primary

Introduction and supporting the vision and values:

Purpose:

Inspire, Empower, Thrive

The School Counsellor plays an integral part in embedding the Citizen's vision and ethos through living out the following values:

- Entrepreneurship
- Empathy
- Inclusivity
- Growth Mindset
- Curiosity
- Resilience
- Well-Being

ACCOUNTABILITY

Line managed by the (Vice Principal / Head of Primary)

Purpose of the Role :

The School Counsellor plays a central role in promoting the holistic development of learners by focusing on social-emotional learning, resilience, and overall wellbeing. As Citizens School's Wellbeing Ambassador, the counsellor supports learners, staff, and parents in creating a culture of care, belonging, and positive mental health. This role ensures that wellbeing is embedded across all aspects of school life and aligned with the Citizens vision of inspiring, empowering, and helping every individual thrive.

Key Accountabilities

- **For Learners**
 - Provide individual and group counselling to enhance emotional resilience, social skills, and self-awareness.
 - Lead the Mindful Mantas Team, guiding learners to advocate for mindfulness, balance, and healthy habits.

- Design and implement SEL programs that encourage empathy, respect, and positive relationships.
- Work collaboratively with mentors and the inclusion team to ensure personalized learner support.

- **For Staff**

- To Inspire, support and guide staff to integrate wellbeing and SEL practices into everyday learning.
- Facilitate staff wellbeing committee meetings and coordinate initiatives that promote staff balance and mental health.
- Act as a connector between staff and SLT, ensuring staff voices are heard and aligned with the school's vision.
- Provide training, resources, and one-to-one support to empower staff in their professional and personal wellbeing.
- Lead termly staff wellbeing events, end of year activities and social events.

- **For Parents**

- Partner with families through workshops, coffee mornings, and individual conversations to support children's social-emotional growth.
- Share strategies and resources to promote resilience and positive relationships at home.
- Strengthen the home-school connection by reinforcing shared responsibility for learner wellbeing.
- Support the involvement and smooth transition of new families and learners into the Citizens community, ensuring they feel welcomed and connected.

- **Whole-School Wellbeing Ambassador**

- Lead the development and implementation of a whole-school wellbeing strategy that reflects inclusivity, empathy, and lifelong learning.
- Organize signature wellbeing events, including Wellbeing Wednesday, Wellbeing Community Day, and Anti-Bullying Awareness Campaigns.
- Contribute to and help lead whole-school assemblies that promote wellbeing, SEL themes, and shared community values.
- Oversee the KHDA Wellbeing SEF, ensuring alignment with expectations and continuous improvement.
- Review and update the Wellbeing Policy as required.

- Conduct learner, staff, and parent surveys to monitor well-being and cultural indicators, using insights to guide initiatives.
- Celebrate acts of kindness, resilience, and care, embedding them into the identity of the Citizens community of the School to all other stakeholders.

Safeguarding, Inclusion and Wellbeing

- Citizens School is committed to safeguarding and promoting the welfare of children and young people. We execute rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold our commitment to safeguarding;
- Taking a proactive approach to safeguard all children and members of the School community;
- Commit to upholding all school policies and procedures;
- Be part of a fully inclusive school where all members of staff work together to provide a fully inclusive environment and working practices, free of bias and prejudice;
- Promote the general progress and well-being of all students and report concerns to a staff member;
- Provide guidance and advice to students on educational, pastoral and social matters;
- Ensure that students experience an educational programme that is personalised to their particular needs, developing their skills and abilities;
- Ensure that lessons are appropriately planned, delivered and reviewed;
- Assess, record and report on the development, progress and attainment of students in line with school policy;
- Ensure positive behaviour for learning for all students in line with the School's policy;
- Work to foster a positive working environment in the subject area that supports students' learning;
- Provide an effective role model for students in terms of your own professional practice.
- Additionally, all staff are required to undertake any other duties that may be allocated, in consultation with the Principal.



Qualifications, Skills & Attributes

- Degree in Counselling, Psychology, Education, or related field (master's preferred).
- Professional training or certification in school counselling, child psychology, or wellbeing support.
- Proven experience in delivering SEL and wellbeing programs within an educational setting.
- A warm, empathetic, and collaborative communicator who values inclusivity and partnership.
- A proactive and positive individual who inspires others to prioritize wellbeing.

Professional Standards

- Uphold the safeguarding and child protection policies of Citizens School.
- Demonstrate cultural sensitivity and inclusivity in all practices.
- Model wellbeing, balance, and resilience as part of daily professional practice.