

| Role Profile | | | |
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| Role | School Counsellor | School | United School International |
| Line Management | | Reporting To | Executive Principal |
| Internal and External Interactions | Leadership Team, staff, students, parents, outside agencies | Hours | Full Time (40 hours per week) |
| Role Purpose | | | |
| <ul style="list-style-type: none"> To provide a comprehensive counselling program for all students including teachers, parents and colleagues. Assist in the behaviour management of pupils ensuring that all student needs are being met. | | | |
| i) Key Accountabilities – All Roles | | | |
| Key Activities | | | |
| <p>Main Responsibilities:</p> <ol style="list-style-type: none"> Provides developmental and supportive counselling services to school students. Consults with teachers and administrators to assist in developing interventions and alternatives to facilitate student's academic performance and emotional adjustment. Liaise between school and home to ensure appropriate transition of students. Available for crisis counselling at the discretion of the principal. Contribute to the safeguarding and promotion of the welfare and personal care of students. Liaise with the Lead Safeguarding officer. <p>Main Duties:</p> <ol style="list-style-type: none"> Counsels individual students to facilitate transition from home to school, to build positive attitudes, self-understanding, and self-reliance. Provides growth support group counselling to improve self-confidence, interpersonal skills, help students to acquire problem solving techniques, decision making and coping skills, and behaviour management. Provides basic family counselling to assist parents in understanding of child development. Interprets the function of the social worker to students, parents, teachers, and the community by participating in school advisory and school staff meetings, community and school related organizations. Organises and implements parent in-service activities. Acts as co-facilitator with teachers for guidance activities presented in the classroom. Assists the school site principal in dealing with problems related to counselling and guidance. Identify and provide intervention strategies for children and their families, Assess student functioning, both formally and informally, school and community, identifying factors that may negatively impact his or her education while also assessing strengths. Counsel students whose behaviour, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services. Promote consistent school attendance. Actively participate in multidisciplinary teams, and provide consultation to school personnel regarding home, neighbourhood and community conditions that may affect student well-being. Maintain functional office area with materials accessible and organized. Prioritize school social work needs and manage time accordingly. Performs other related duties as assigned. <p><i>The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attending all school functions</i></p> | | | |

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.

ii) General Activities and Requirements

- Perform other duties as requested by line manager

Person Specification

Skills, Knowledge, and Experience

Skills, knowledge, and experience (qualifications):

- A Bachelor's degree in Social Work, Counselling or Child Psychology
- 3+ years social work/counselling experience.
- Child Protection Level 3.
- Mental Health First Aid Level 2.
- Proven ability to effectively work with children and adults in a pleasant and cooperative manner.
- Perform responsibilities and tasks timely, accurately and with great attention to detail.
- Proactive with a positive attitude.
- Able to operate with minimal supervision and self-motivated.
- Highly organized and able to multi-task.
- Creativity, and ability to think out of the box.
- Works safely and establishes a safe environment; reacts quickly in emergency situations to maximize children safety.
- Analyses situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.

Competencies

- **Results Orientated:** Ensures all activities undertaken have some clear objectives and demonstrable outcomes and these are achieved
- **Strong Communicator:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Ability to Plan:** Long, medium and short term to assess results and ensure good completion rates
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge