



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: Secondary School Counsellor</b>	<b>Department: Secondary School</b>
<b>Reports to:</b> Deputy Principal	
<p><b>Role:</b> The counsellor will provide a professional and confidential service to students in order to promote emotional health and wellbeing and enable students to overcome barriers to learning and help them deal with the difficulties they may face.</p>	
<p><b>Key Accountabilities :</b></p> <ul style="list-style-type: none"> <li>• To provide a high quality professional counselling service for students in the school.</li> <li>• To provide an easy accessible counselling service for students.</li> <li>• To organise sessions flexible to the needs of the school, offering appropriate assessments and ongoing counselling support to individuals and small groups.</li> <li>• To maintain up to date case notes to be kept in a safe place.</li> <li>• To work at all times within the ethics and guidelines of The British School.</li> <li>• To be a member of the Secondary School Team, contributing to regular meetings.</li> <li>• To work in partnership with the Primary School Counsellor.</li> <li>• To liaise with key school staff members in respect of any necessary onward referrals to outside agencies.</li> <li>• To review the counselling provision with line manager on a termly basis.</li> <li>• To work within the school’s policies to promote equality.</li> </ul>	
<p><b>Competencies:</b></p> <p>Teaching staff competencies</p>	
<p><b>Personal Attributes :</b></p> <ul style="list-style-type: none"> <li>• Able to relate to students with an open, nonjudgmental attitude -- accepting them for who they are and in their current situation. Warmth and understanding.</li> <li>• Able to display empathy and compassion and empathy help your clients feel understood and heard.</li> <li>• Excellent problem-solving skills to be able to help students identify and make changes to negative thought patterns and other harmful behaviors.</li> <li>• Strong interpersonal skills to help establish rapport quickly with students and develop strong trusting relationships.</li> <li>• Ability to be the authority figure to take steps necessary for student safety.</li> <li>• Must display multicultural competency and adopt a multicultural worldview.</li> <li>• Able to keep things confidential, understand what, when and with whom to share information.</li> <li>• Self-starter, take initiative to plan and evaluate, managing a varied caseload.</li> </ul>	



- Flexible, ability to adapt and change to meet the needs of the children within the school setting

#### **Qualification and Experience**

- Master's in Psychology and certification in school counselling
- Minimum of 2 years' experience of working in leading schools.
- Demonstrate a strong track record of providing emotional support to children.

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.*

*The school may review and modify or amend the Job Description.*

#### **Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Line Manager's Signature:

Date: