

POSITION DESCRIPTION: School Counsellor

EMPLOYMENT ARRANGEMENTS: Initial two-year contract
Annual Appointment by Head of School

POSITION REQUIREMENTS: Completion of at least a Bachelor's degree.
Minimum two-year experience in international counselling and/or teaching
Advanced qualification in counselling, education or the equivalent

PURPOSE OF THE POSITION:

Working in accordance with the IST Mission the Counsellor works with students in three areas to help them achieve their potential and experience success.

- The Counsellor works directly with students with academic or social/emotional concerns providing support using a life-skills and a wellness approach.
- The Counsellor oversees the Homeroom /Advisory programme, guiding the curriculum, providing resources and working with teachers to assist with implementation.
- The Counsellor may also advise students about university application and admission processes and future pathway planning as required.

DESCRIPTION OF DUTIES:

Required skills:

- Ability to communicate effectively, both orally and in writing.
- Excellent organizational, planning and human relations skills.
- Good knowledge of guidance counselling, career education methods, materials, procedures, and practices.
- Ability to work both as part of a team and independently, in a diverse range of environments.
- Good knowledge of adolescent growth and development, wellbeing, and an understanding of the needs of young people.
- Ability to apply knowledge of contemporary guidance and counselling practices
- Ability to develop cooperative working relationships with students, parents and faculty.
- Ability to maintain accurate records and confidentiality.
- Patience, flexible attitude.

Counselling

- The Counsellor provides psychosocial and academic support to all students through individual meetings, group work, parent meetings and faculty support, making recommendations and referrals to outside agencies as needed.

Students in need of psychosocial support are identified by:

- Self-referral or by peer referral, directly to the counsellor, teacher, administrator or member of the Student Support Team (SST)
- Student referral by Faculty and staff, directly to counsellor, teacher, administrator or member of SST
- Student referral by Parents, directly to counsellor, teacher, administrator or member of SST

Students in need of academic support are identified by:

- Self-referral, peer referral, directly to the counsellor, teacher, administrator or member of the Student Support Team (SST)
- Faculty and staff, directly to the counsellor, teacher, administrator or member of SST
- Parents, directly to the counsellor, teacher, administrator or member of SST