



## St. Joseph's Institution International School Malaysia

### JOB DESCRIPTION

<b>Job Title:</b>	<i>School Counsellor</i>		
<b>Reporting To:</b>	<i>Deputy Principals/Head of School</i>		
<b>Direct Reports:</b>	<i>NA</i>		
<b>Effective starting from:</b>	<i>August 2024</i>	<b>To:</b>	<i>July 2026</i>

**Primary Purpose:** The School Counsellor's primary responsibility is to ensure high quality social and emotional support to students across the school, as well as performing a key role in supporting students make the transition to life at St. Joseph's and developing, implementing, monitoring and evaluating school guidance programmes.

**Position in Context:** The school counsellor is responsible to the Deputy Principal (ES/HS) and the Head of School and will be part of the pastoral support team who are responsible for supporting individuals and groups with managing their wellbeing and relationships.

#### **Personal Specifications:**

- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organisational and time management skills
- Diligence
- Able to speak and write in Mandarin will be an advantage

#### **Major Activities:**

1. Supporting students
2. Administration
3. Managing own performance and professional development
4. Managing and developing relationships within the school
5. Building and maintaining relationships with parents and the wider community
6. Other activities



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#### **Specific Duties and Responsibilities:**

##### **1. Supporting students**

- Support the Assistant Principals and pastoral teams to identify, monitor and support at risk students
- Support students with their individual social and emotional needs through counselling or coaching
- To develop and implement a referral process for students and have knowledge of best practice within the local context
- To offer a counselling service to students who are referred through a counselling referral process
- Work with students in individual, small group and classroom settings to facilitate their physical, emotional and skills development
- Develop, implement, monitor and evaluate workshops around wellbeing and mental health for students in response to trends and common issues
- Remain accessible and makes an effort to know every student for whom they are responsible

##### **2. Administration**

- Maintain clear and concise records and reports regarding students' progress which will remain confidential unless there is a safeguarding concern
- Monitor and record student progress to ensure counselling programmes are effective
- To liaise with the Assistant Principals (ES/HS) and school leaders regarding possible referrals to external agencies
- Support the Head of School, Deputy Principals and Assistant Principals with developing policy and practice in relation to wellbeing, mental health and safeguarding

##### **3. Managing own performance and professional development**

- Understand the need to take responsibility for personal professional development
- Keep up to date and implement latest developments, practices, and procedures related to counselling, child protection and safeguarding children
- Understand professional responsibilities in relation to school policies and procedures
- Make the most of PD opportunities provided
- Reflect on their own practise critically and use this to improve their approaches to supporting children

##### **4. Managing and developing relationships within the school**

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships
- Act in a supportive and constructive manner to support staff in supporting students on pastoral matters
- Deliver relevant training and CPD to staff in response to the needs of students within our context and global trends and issues



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#### **5. Building and maintaining relationships with parents and the wider community**

- Collaborate and consult with parents, teachers, community organisations and other stakeholders to promote students' welfare and success
- Consult, facilitate and maintains communication with parents
- Prepare presentations and workshops for parental groups as required

#### **6. Other activities**

- Act as a role model to pupils they support in their personal presentation and conduct
- To participate in marketing events, assemblies and school duties
- To meet statutory responsibilities and company policies with regard to Health and Safety
- To promote and adhere to the Lasallian Mission and Core Values of SJII Malaysia
- Any other duties considered necessary as allocated by the Head of School