



Job Description – Counsellor for Students

Job Purpose

The Counsellor for Students provides counselling and support services that help students achieve optimum personal, social, emotional, spiritual and academic growth.

Responsible To

The position holder reports directly to the Principal (or delegate) who reports directly to the Executive Director of Generations Christian Education.

Key Duties

Responsibilities:

Overall Counselling Services:

- To be an active collaborative participant in the comprehensive school-wide student well-being programme, such as in-service seminars, guidance sessions, etc., which incorporate life skills and problem solving skills and encourage students to make positive contributions to their community.
- To monitor the emotional health of the school and maintain a positive, nurturing, collaborative and consultative type of relationship with students. Implement developmentally appropriate and prevention-oriented activities that meet student needs.
- To serve as a resource person with teachers, administrators, professional specialists and parents, providing information and assistance where needed for the ultimate benefit of students.
- To serve as a liaison between students, teachers, and administrators when a conflict arises.
- To provide orientation for new students and closure activities for departing students.
- To provide a smooth transition for students to the next year level.
- To provide support and resources for students in their transitional phases (e.g. school, home, family, etc.).
- To implement an effective referral and follow-up process.
- To monitor outcomes of the school counselling programme activities and share results with Principal/Vice Principal and other relevant stakeholders, as appropriate.
- To regularly communicate the counselling services to teachers, parents if needed.
- To accurately review and appropriately maintain student records related to counselling and advisement in a confidential manner.
- To maintain professional competence and continuous improvement through in-service education and other professional growth activities.

Social and Emotional Counselling Services:

- To provide counsel to student self-referrals and staff-referrals for normal developmental problems. Recognise when a referral is needed and propose appropriate professional services to the student. Liaison with community mental health specialists if needed.
- To take part in the school-wide student well-being programme by initiating, planning, collaborating with staff on guidance programmes and classroom presentations for purposes of discussing peer relations, emotional development, social skills, health and safety, educational information, and transitions.
- To be active in research and presentation to leadership, staff and parents on trends in mental health and education, particularly the social and emotional development of children and teenagers.
- To address current situations affecting the student body, and when possible, provide preventative and remedial guidance.

Spiritual Counselling Services:

- To provide guidance that aligns with biblical principles and standards of Christian behaviour. Work with the school spiritual life personnel in meeting the spiritual and altruistic desires of students.

Collaboration & Teamwork:

- To support and contribute to the school-wide learning and teaching, as well as in collaboration with Learning Support Services and Admissions as appropriate, in providing challenging and success in learning environments.
- To collaboratively monitor students-in-need progress together with parents, teachers, Learning Support Services and administrators.
- To meet with students-in-need on a regular basis, to evaluate the students' difficulties, collect information from teachers, Learning Support Services and administrators, outside providers (as appropriate) and provide feedback to parents.
- To assist administrators and Admissions to assess the student's level of ability in making appropriate year level and placements.
- To collaborate with and support school appointed Child Protection Officer and Health & Safety Officer in providing student well-being initiatives.

Additional Duties:

- Other duties & ad hoc projects as assigned by the Vice Principal, or his/her delegate.

Organisational Relationships:

- Internal Liaisons: Generations Senior Leadership Team, Marketing Communications Manager, Principal, Vice Principal, teaching staff, non-teaching staff, operational support staff, students, parents, school community members.
- External Liaisons: Other schools, broader community members.