

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

COUNSELLOR

Brummana High School is a Quaker coeducational day and boarding school which seeks all-round excellence in academics, the arts and sports and aims to promote integrity amongst its faculty and students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

General Responsibilities

1. Support and maintain the school's ethos, aims, and values
2. Respect and help enforce the school's rules and regulations
3. Use mutual respect and courtesy as the basis for relationships with others
4. Maintain a professional attitude towards other staff, parents, and students
5. Report any health and safety concerns to the line manager or Health & Safety Officer
6. Respect and take care of school property and resources and report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
7. To have responsibility for the academic, physical, and emotional well-being of students in their care

Title

Counsellor

Conditions

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office for reference.

Working hours: Monday to Friday 7:45am-3: 45 pm.

Holidays: Same holidays as teachers.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

Basic Function

To provide counselling for personal, social, or academic matters for individual students (or in small groups) in consultation with the Heads of Section, teachers, and parents

Accountability

The Counsellor reports to the Vice Principal Pastoral through the Heads of Section.

Relationships

To co-ordinate with the School Doctor and other Counsellors in the school

Meetings

To attend meetings as requested by the Head of Section

Responsibilities

1. To assist teachers and parents to develop a greater understanding of child/adolescent development and individual differences
2. To develop a counselling service in consultation with the Head of Section

Key Tasks

1. To improve the quality of interaction among students and between students and staff
2. To help the student to develop strategies for dealing more effectively with feelings and behaviour
3. To help the student to develop a positive self-image in order to realise his/her full potential
4. To help develop the student's problem-solving and decision-making skills
5. To assist parents in understanding child development and individual differences
6. To arrange conferences with students, teachers and/or parents to try to address problems related to behaviour or school performance
7. To guide and assist the Head of Section, and Class Advisers or Homeroom teachers in the performance of their role in relation to students experiencing difficulties
8. To provide feedback and suggestions for follow-up (within the confines of confidentiality) to the Head of Section, teachers, and parents regarding the progress of students who receive counselling, and to provide a report every three months to the Head of Section and the School Doctor on counselling matters. The report should include patterns of referrals as well as commentary on individual students.

9. To liaise with other professionals (psychologists, psychiatrists, School Doctor, speech therapists, occupational therapist etc.) who work with students
10. To collate, for approval by the Head of Support for Learning, a list of skilled professionals to recommend to parents
11. To keep a confidential record of all initial interviews, counselling sessions, diagnoses, tests, and other relevant information for each student
12. To facilitate group sessions for students to discuss a range of topics including study skills, adolescent development, adolescent concerns, recreational activities etc. Such groups will be 'closed' groups and will be selected after consultation with relevant staff
13. To attend regular supervision sessions provided by an approved/qualified professional Counsellor
14. To develop and maintain an inventory of guidance materials for individual and staff use

Events The Counsellor may provide training at the In Service Training days as required.

Miscellaneous The Counsellor will undertake tasks and responsibilities as required by the Head of Section.

Professional Development The Counsellor will undertake Continuing Professional Development and keep up-to-date with current school counselling practice.

AB (Rev. ba 16/04/19)