

JOB DESCRIPTION

Position: Guidance & University Counsellor

Report to:

The Guidance & University Counsellor will report to the Head of Student Support Services.

Job Overview:

Working closely with the Head of Secondary, the Guidance & University Counsellor is directly responsible for the provision of counselling services in the areas of academic and emotional counselling, guidance counselling and University admissions.

Responsibilities and Duties:

The Guidance & University Counsellor is responsible for:

- Attending meetings of the Senior and Extended Leadership Team meetings when required.
- Taking the lead on Child Protection matters in line with the school's Child Protection policies and guidelines.
- Providing direct services in the areas of Guidance Curriculum, University Counselling, Individual Pupil Planning and Preventive and Responsive Services.
- Working with form tutors to enhance the pastoral care scope and sequence for teachers across Years 7 to 13 to use as part of the regular homeroom time.
- Identifying and articulating what specialist counselling services are available in HCMC and make appropriate referrals to specialists where necessary.
- Reviewing the current counselling policy framework and determining what counselling policies need to be developed and facilitate the development and effective implementation of same.
- Providing pastoral guidance workshops to all faculty, students, staff and parents where applicable and as per an agreed schedule.
- Implementing developmentally appropriate and prevention-oriented group activities to meet pupil needs and school goals.
- Assisting all pupils, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Providing appropriate information to school personnel related to the School Counselling Programme.
- Adhering to laws, policies, procedures, and ethical standards of the school counseling profession.
- Any other duties as determined by the Head of School after due consultation with the Counsellor.

Qualifications:

- Knowledge of US and UCAS (UK) universities and application systems and processes
- Knowledge of Global application systems and processes (preferred, not required)
- Demonstrated experience as a University/College Counsellor
- Appropriate post-graduate qualifications – Master's Degree
- Secondary Teaching experience (preferred, not essential)
- Strong interest to help others and the ability to inspire respect, trust, and confidence
- Ability to work independently, and as part of a team
- Excellent written and verbal communication skills, strong organizational ability
- Demonstrated ability to respond effectively to the needs of a diverse and demanding pupil and parent population

Composed by: Date.....

Approved by: Date:.....

Accepted by: Date:

(Employee)

Note: All teachers at Renaissance are required to provide criminal background checks from their home country and other countries of employ to prove that they meet the Child Protection requirements of the school.