

Comprehensive Counsellor (Maternity Cover)

High School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The position is a full time teaching role to cover a maternity leave (from around February 2022 to June 2022). The High School Comprehensive Counsellor will seek to promote student success by following best practices to empower students to discover, explore and achieve their potential as lifelong learners. ISZL Counsellors promote a positive school climate through the delivery of a holistic program in support of the personal, social/emotional, academic, college preparatory, and future wellbeing of ISZL students.

The High School Comprehensive Counsellor is expected to:

While working with ISZL Students and Families

- Provide a safe, confidential counselling environment conducive to students sharing their needs and concerns, creating an atmosphere of trust and rapport with students
- Assist students in crisis, provide individual and small group counselling, make appropriate outside referrals and work with outside support services as needed
- Collaborate with students in the development and implementation of the PSHE curriculum including teaching some sections of PSHE
- Lead and organise parent coffees and workshops throughout the school year to advise and provide a resource to the community regarding student needs and behaviours
- Organise and lead transition programs for new or departing students
- Assist with academic advising for students, and acts as a consultant during the course selection process
- Provide assistance and advice to families for their children's university application and post-secondary school planning throughout high school
- Prepare and updates the University Handbook, obtains and collates information pertaining to worldwide university admissions requirements, updates the library of college/university brochures and make college search software available to students
- Inform the community about the College Counselling services through the newsletter for parents and daily notices for students
- Write school recommendations and coordinate teacher information for college-bound Seniors
- Plan and organize career and college information sessions, host and maintain liaison with College Tours, and sponsor parent information sessions
- Assist students with the registering for SAT, TOEFL and IELTS tests
- Maintain appropriate databases and information systems to streamline the dissemination of information relevant to the college selection and admissions process

While working with ISZL Colleagues

- Collaborate within the student referral process to address students' needs, recommend

interventions and action plans alongside the grade level leader, pastoral principal and curriculum coordinators

- Collaborate with SSST and serve as case managers for students including writing ILPs
 - Collaborate with SSST to continue to write and develop policies and protocol to implement best practice in all areas of counselling
 - Report and manage Child Protection cases along with our support team
 - Use I-Sams, ManageBac, Google Suite and Schoology (VLE) to communicate and document student progress
 - Communicate effectively with the Student Support Services Team (SSST) about student needs both at the high school and schoolwide
 - Work with the College Counsellor(s) in assisting students in acquiring the knowledge and skills required to make informed decisions about post-secondary education
 - Collaborate with staff in the development and implementation of the PSHE curriculum including teaching some sections of PSHE
 - Advise Grade Level Leaders in the areas of career exploration, university and college guidance
 - Collaborate with counselling colleagues for the administration of PLAN, PSAT and other school-based admissions tests such as STEP, BMAT, TSA, etc.
 - Provide required input for the School Profile
 - Maintain student/counselling records and correspondence relevant to college guidance/admission
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Required and Preferred Qualifications

- Please refer to [ISZL's Candidate Profile](#)
 - A minimum qualification of a Graduate Diploma in Counselling, a Master of Psychology or a Counselling degree is essential.
 - A formal teaching qualification would be desirable but is not essential.
 - It is essential that applicants have at least 5 years experience supporting students' socio-emotional, academic, and university needs.
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.