



Hebron School,
Ooty, TN, India

Job Description: Counsellor and Head of PSHE

Job Title: Counsellor & Head of PSHE	Department: Wellbeing
Reports to: Wellbeing Co-Ordinator	Effective Date: July 1st 2025
Location: Ooty, TN, India	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

- The role of Counsellor promotes and enhances student achievement and wellbeing through the provision of a high-quality counselling service for students experiencing a wide range of mental health challenges.
- To support the school's endeavour to ensure that all students flourish at school and beyond.
- To provide support, advice and guidance to parents, guardians and the school as required.
- The counselling team is an integral part of pastoral care in the School and currently consists of three full-time counsellors.
- All counsellors play proactive and reactive roles within the wider pastoral team to support and ensure the well-being of our students.

Responsibilities:

- Ensure active membership of a professional body relating to counselling or psychotherapy and adhere to an ethical framework or code which gives guidance and standards for good practice
- Promote a caring and supportive environment for students in which their concerns may be explored
- Work with students with a diverse range of issues including bereavement and loss, transition, eating disorders, self-harm, depression, anger issues, concerning behaviours, abuse of any kind, anxiety and fears
- Practise preventative and/or interventionist methods to meet students immediate and future needs including:
 - Individual or group counselling to students with identified concerns and needs,
 - Effective consultation and collaboration with parents/guardians and school colleagues, particularly the pastoral, learning support and safeguarding teams regarding students with identified concerns and needs,



- Appropriate use of assessment tools for determining and structuring counselling sessions,
- Referrals to other school support services,
- Referrals/signposting to external sources of psychological/psychiatric support,
- Ensure appropriate confidentiality of sensitive information; maintain appropriate and confidential records of counselling sessions and support
- Identify trends and patterns of concerns, potential causes and possible supports
- Meet weekly with Line Manager to discuss active caseload
- Maintain anonymised data such as numbers of students who use the service, age range and types of problems that present to the counselling service for presentation to Line Management and Leadership Teams

Safeguarding Responsibilities

- Have a full and detailed knowledge of the school's Safeguarding Policies and Procedures
- Receive appropriate safeguarding training and refresher training regularly
- Attend relevant meetings/case conferences to discuss student safeguarding and pastoral/wellbeing concerns and needs
- Provide a police check to ensure a clear record and ability to work with children

Networking Responsibilities

- Develop a thorough knowledge of mental health services available locally and develop strong working relationships with specialists such as clinical or educational psychologists and psychiatrists within these services
- Network with personnel from other agencies and counsellors from other local schools

Other Responsibilities

- Participate in professional development activities, keep up-to-date with research, developments and best practice for counselling with the intention of improving professional knowledge and skills as well as the counselling service provided
- Contribute to the school's PSHE and Life Skills education programmes; contribute to projects and committees such as those representing diversity, student council etc
- Arrange and deliver relevant training for staff and parents as and when needs are identified
- Comply with school policies and procedures
- Run or support purposeful extracurricular activities and contribute to the wider life of the school and your house
- Undertake other reasonable duties deemed necessary for the effective operation of the school as requested by the Line Manager or Leadership Team

Requirements

- Degree in counselling or a related field
- Further therapeutic training or qualification in working with children and young people



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- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of relevant legislation pertaining to the safeguarding of children in India (the Juvenile Justice (Care and Protection) Act (2000, amended in 2015); The Prohibition of Child Marriage Act (2006); The Protection of Children from Sexual Offences Act (POCSO)(2012), and The Child Labour (Prohibition and Regulation) Act (1986, amended in 2016) and also Keeping Children Safe in Education UK
- Good written and verbal communication skills
- Ability to work independently
- Positive communication and listening skills
- Ability to build appropriate relationships
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook

Preferences:

- Previous experience as a school counsellor
- A good sense of humour
- Experience of working in a community

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- A supportive and collaborative work environment within the Hoz team and school community.
- The chance to contribute to the enhancement of the health and wellbeing of students and staff boarding international school environment

Other information (if any):

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org