

Job Description

Position	Primary Social/Emotional Counselor
Reporting Relationship	Primary Principal
Working Relationships	Counselors, IB Coordinators, Faculty, Students

Description

The Social/Emotional Counselor role requires first contact with students, teachers and parents. The Social/Emotional Counselor works closely with students, parents, the Primary Leadership Team and the Advancement Centre Team.

Specific Duties:

Student Services

This role will most specifically focus on:

- Providing mental health support and counseling for staff and students in Grades Playgroup - 5
- Leading the Crisis Intervention Team in conjunction with the Primary Principal
- Overseeing the Student Support Team (SST)
- Provide short-term counseling on issues including friendship, emotion regulation, anger management, and anxiety
- Deliver responsive services to meet the immediate concerns or needs of students
- Help students build their capacity in executive functioning skills, such as organization, and focus strategies
- Create tracking systems with students to self-monitor their progress toward their goals, as well as coping skill reminders
- Lead small group counseling on topics such as friendship and bullying
- Lead weekly division-wide virtual mindfulness
- Lead restorative chats (with occasional restorative contracts) and peer conflict mediations
- Deliver Second Step lessons across EY/PYP individual, group, and class levels
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The counselor will provide a range of services to Grade Playgroup - Grade 5 students which include support for social, emotional and academic issues on a needs basis or via referral, such as:

- One-on-one counseling, including, but not limited to:
 - Goal setting, interpersonal relationships, academic planning (Playgroup - Grade 5), understanding of self, conflict resolution
- Small group counseling
- Mediation
- Family counseling
- Referring students/families to external counseling services
- Classroom guidance counseling to deal with a time appropriate area of social/emotional concern with a cohort.
- Co-host Parent Learning Series on topics such as Second Step and growth mindset
- Direct after-school student enrichment activities such as kindness club
- Write articles for the bi-weekly newsletter for the entire school

In collaboration with the counseling team maintain and support the implementation of structured programs, such as:

- Homework, Organizational Planning Skills (HoPS) for grades Playgroup - Grade 5

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- Peer Support Mediators
- Leaving Student Transition
- Primary to secondary school transitions
- Restorative Practice
- PSHE and SEL curriculum

Parent Education

Lead structured programs to support parent learning through:

- One-on-one sessions with parents
- Including parents in counseling sessions to support Learning and Behavior Agreements / Contracts / Probation
- Counseling workshops that address concepts such as:
 - Student protection, Adolescent Developmental Needs, Substance Use, Support Between School and Home, Health and Wellbeing
- Messenger Communication
- Co-host Parent Learning Series on topics such as Second Step and growth mindset
- Direct after-school student enrichment activities such as kindness club
- Write articles for the bi-weekly newsletter for the entire school

Teacher Support and Education

- One-on-one support
- Mediation services
- Deliver professional development:
 - Child protection
 - Staff and student wellbeing
 - Homeroom lesson delivery on sensitive topics
- Collaboratively, promoting the values, developing understandings and supporting the implementation of practices for:
 - Restorative Practice
 - Student Protection
 - Sexual Health Education

Administration

- Tracking cases to generate data for annual reports
- Track cases for counseling records
- Document child protection concerns in a confidential file and communicate with Child Protection Officers
- Maintain counseling records electronically in password protected spreadsheet
- Liaise with the PYP Leadership team to ensure there is appropriate documentation on file to support students' pathways. This could include:
 - Letter to define a student's challenges with anxiety or stress for IB special provisions
 - Letter to define family circumstances that may have impacted on attendance

Collegiate Responsibilities & Expectation:

- To understand and live the school's mission, vision and values.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.

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- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

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