Hanoi International School

Elementary School Social-Emotional Counselor Job Description

Commencing August 1st, 2027, Hanoi International School seeks a qualified and experienced Elementary School Social-Emotional Counselor

As stated in the school mission, 'HIS is a diverse and caring community that strives to provide excellence in international education within an inclusive, compassionate environment.' Teachers at Hanoi International School support the growth and development of students in line with the school's philosophy.

The primary responsibility of the **Elementary School Social-Emotional Counselor** is to ensure that the social and emotional well-being of the Elementary School is being maintained by:

- Overseeing Elementary School Student Social-Emotional care with support from the ESST and Elementary Leadership.
- Attending weekly Elementary Student Support meetings focusing on students of concern and the overall programme.
- Counseling students and developing/delivering the Second Step social-emotional curriculum across the Elementary School.
- Facilitating targeted small-group counseling sessions focusing on emotional regulation, social skills, anxiety, and peer relationships.
- Providing immediate crisis intervention support and conducting risk assessments for students in distress.
- Serving as an active member of the Child Protection and Safeguarding team, reporting and managing concerns in accordance with school policy.
- Supporting transition and orientation programs for incoming students as required and outgoing students.
- Providing clear, constructive, and timely feedback to students, parents, and teachers regarding student well-being and growth.
- Planning and conducting parent workshop sessions on child development, parenting strategies, and emotional well-being.
- Delivering professional learning workshops for faculty on trauma-informed practices, SEL strategies, and identifying students needing support.
- Co-teaching and collaborating with classroom teachers to integrate SEL practices directly into classroom routines.

- Coordinating with external mental health professionals and specialists for students requiring specialised out-of-school care.
- Monitoring and maintaining Elementary student monitoring forms and supporting individual accommodation plans.
- Serving as a member of the HIS Child protection and safeguarding team

Collegiality and Professionalism

As a staff member at Hanoi International School, you are responsible for the following:

- Promoting and modeling the values and expectations of the HIS Mission and School
- Philosophy, as well as high expectations for all students and staff.
- Promoting a culture of mutual respect and understanding, promoting and modeling the values of the HIS Mission.
- Promoting International-mindedness and participation in the wider IB and international community; promoting the positive image of HIS in these communities.
- Ensuring diplomacy, discretion, and respect for confidentiality in all professional activities.

Communications

As a staff member at Hanoi International School, you are responsible for the following:

- Promoting open communication with and between Elementary staff, students, parents & marketing to the wider community.
- Supporting staff in maintaining strong home/school communication through letters or meetings with parents, ensuring that parents are kept adequately informed.
- Representing the school at parent coffee mornings when required, and being willing to listen to and respond to parents' views.
- Maintaining strong and supportive communication lines with the Secondary School Counselor.
- Providing written documentation to external agencies, such as service providers for families and students.

General Professional Expectations

In addition to the above, you are expected to:

- Model lifelong learning by remaining current with content and pedagogy in the area of academic responsibility.
- Foster respectful interactions among and with students and with their peers, both in classrooms and about the school.
- Develop and maintain a level of technological expertise that enables active use of technology to support student learning.
- Actively participate in and support both student- and teacher-led extra- and co-curricular activities.
- Promote the positive image of HIS in public settings.

- Be responsible for the safety and discipline of students in and out of the classroom.
- Be diplomatic and discreet in all professional dealings.
- Be an active member of the HIS community.
- Cover additional teaching when required.
- Participate in the teacher's appraisal procedure.
- Participate in and lead committee work which contributes to the achievement of the school’s goals.
- Perform any other reasonable duties requested by the Head of School or Elementary Principal.