Hanoi International School

Secondary School Social-Emotional Counselor Job Description

Commencing August 1st, 2027, Hanoi International School seeks a qualified and experienced Secondary 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.' Staff at Hanoi International School support the growth and development of students in line with the school's philosophy.

The primary responsibility of the Secondary School Social-Emotional Counselor is to lead and coordinate social and emotional support for all students with a focus on the following areas:

- Work with the Secondary Student Support Teams (SSST) and relevant staff to identify students' needs, coordinate support and ensure consistent follow-up.
- Provide counseling and guidance to help students develop emotional awareness, resilience, healthy relationships and strategies for managing personal, social, and academic challenges.
- Communicate with families, sharing clear, respectful feedback with students and parents and collaborating on strategies to support student wellbeing.
- Respond to concerns and identify changes in students' wellbeing or behavior and arrange referrals or additional support when appropriate.
- Maintain records and confidentiality, documenting support and follow-up in line with school policies and safeguarding requirements.
- Promote a supportive school culture by helping foster a safe, inclusive environment where students feel comfortable seeking support and developing wellbeing skills.
- Serving as a member of the HIS Child protection and safeguarding team

The Secondary School Social-Emotional Counselor is also expected to support the planning and delivery of age-appropriate social-emotional learning lessons across the Secondary School with a focus on the following:

- Embed the International Baccalaureate (IB) Approaches To Teaching (ATT) into your practice;
- Plan lessons and units to meet students' needs and to ensure their progression;
- Use a range of appropriate strategies for teaching and learning and classroom management;
- Deliver lessons which embody the tenets of the HIS definition of High Quality Learning and Teaching (HQLT);
- Maintain a well-organised and stimulating learning environment;

- Use learning technologies to enhance learning;
- Use contextual information to set expectations for students;
- Provide clear and constructive feedback to students and their parents.

Collegiality and Professionalism

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

- Model the Hanoi International School Mission and Values;
- Promote a culture of mutual respect and understanding;
- Exemplify international-mindedness and participation in the wider IB and international community; promoting the positive image of Hanoi International School within the school and in the wider community;
- Ensure diplomacy, discretion and respect for confidentiality in all professional activities.

Communications

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

- Demonstrating open communication with and between staff, students, and parents;
- Communicating with parents, ensuring that parents are kept adequately informed of student's progress (academic, social and emotional);
- Actively engaging in meetings, demonstrating an ability listen and contribute professionally;
- Maintain strong and supportive communication lines between the Secondary and Elementary schools;
- Provide 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 your area of academic responsibility;
- Foster respectful interactions among and with students and their peers in classrooms and the school;
- Develop and maintain a level of technical expertise that enables the active use of technology to support student learning;
- Actively participate in and support student and teacher-led extracurricular activities;
- Promote the positive image of Hanoi International School in public settings;
- Take responsibility for the safety and discipline of students in and out of the classroom;
- Provide appropriate pastoral care for students;
- Demonstrate diplomacy and discretion in all professional dealings;
- Take an active role in the Hanoi International School community;

- Cover additional teaching when required;
- Participate in the professional growth program, which encompasses teacher observation, appraisal, professional development and professional goals;
- Participate in and or lead committee work which contributes to achieving the school's strategic plan and mission and renewing accreditations;
- Perform any other reasonable duties requested by the Secondary Principal and Head of School.

Qualifications/Experience

Staff members at Hanoi International School are required to have:

- Experience in the role of Social-Emotional Counsellor;
- Bachelor of Education or PGCE (qualification to teach);
- A relevant counselling qualification;
- Minimum of three years experience working as a full-time secondary teacher in international schools or a national system.

Candidate Qualities

As a staff member at Hanoi International School you are expected to be:

- A compassionate, caring faculty member who understands the needs of Secondary students in a small international school context;
- A proactive, energetic counselor who can inspire and support our students to develop their own social and emotional skills.

Safer Recruitment

At Hanoi International School we are committed to engaging in practices that protect all members of our community:

- Members of the Senior Leadership Team (SLT) will call three references for all short-listed candidates to discuss safeguarding and to determine suitability for the position.

Global Citizenship and Intercultural Understanding

At Hanoi International School our guiding statements inform our recruitment processes:

At Hanoi International School, global citizenship means recognising that we belong to many different local and global communities and have a responsibility to contribute meaningfully to them. Within our community, intercultural understanding means that we appreciate diverse cultures and identities and embrace our role in creating and nurturing a space that cultivates respect for different perspectives and experiences.