

LOCATION	The British International School - Ho Chi Minh City (BIS HCMC)
JOB TITLE	School Counsellor
JOB PURPOSE	To support the school community of students, teachers and parents by providing appropriate counselling services relating to the social, emotional and academic well-being of BIS students.
REPORTING TO	Principal, Head of Secondary Campus, Head of Department
DIRECT REPORTS	Heads of Year
OTHER KEY RELATIONSHIPS	Students, families (current or prospective), Teaching Assistants, Teachers
PACKAGE	Competitive
SAFER PRACTICES	The British International School - HCMC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.
KEY RESULT AREA	
<p>General Responsibilities</p> <p>Identifying Identifying the specific constraints limiting a student's full access to the school's educational provision</p> <p>Accepting referrals Accepting students for assessment who are self-referred or referred through the Heads of Year or Deputy Head</p> <p>Consulting Consulting with those who have referred students in order to better help them understand the constraints affecting the student, be they personal or systemic</p> <p>Consulting with parents as the student's primary care-giver</p> <p>Consulting with the Deputy Headteacher (Welfare and Guidance), Head of Secondary and Principal in situations deemed confidential</p> <p>Counselling Counselling students who have been referred or who have self-referred. The aim of counselling is to help the students understand themselves and to develop strategies for addressing constraints to their full access to the school's formal and informal educational provision</p> <p>Educating The counsellor has an educational role in providing students, teachers and parents with information that will enable them to develop preventative knowledge and responsive strategies to attitudes and behaviours that constrain a student's full access to the educational programme of the school</p> <p>Crisis Counselling In the event of an internal or external crisis impacting the school, counselling is provided for students. This may involve liaising with counsellors in other schools and enlisting their active support should the scale of the crisis demand it.</p>	

Referring

The counsellor refers students to school approved specialist psychiatrists/ psychologists where there is evidence of potential harm to a student's physical and mental wellbeing and/ or to the school community. Such a referral should involve the DH and HoS and the student's parents/ guardians.

Promoting

The counsellor is responsible for the promotion of the Welfare Service to the school community and, in particular, to induct new students and parents to the services at the beginning of each school year. Promotion of the school's Welfare Service is achieved through formal channels and through the counsellor's informal involvement in the wider life of the school.

Personal Development

- Continual development through the identification and implementation of your own Professional Review and Development needs to include:
 - Continually striving to improve performance;
 - Setting and working towards targets with the Deputy Headteacher, linked to the department and school development plan;
 - Participating in walkthroughs, observations and coaching as appropriate.

OTHER

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - for us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right

All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.

- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Chief Executive Officer

☞Be a valued member of the team and organisation☞

OTHER CONDITIONS

Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside of the UK tracing employment history for the previous 10 years;
Compliance with visa requirements for working in Vietnam.