



Job Description Counsellor

Department:	Primary or Secondary School
Term Of Employment:	Initial two-year and subsequent annual Contract. 190 Days
Band:	Faculty
Reporting Accountability:	Principal

Shekou International School provides a rigorous education in a caring community and inspires our students to become principled, innovative contributors in a transforming world.

Safeguarding:

SIS is committed to safeguarding children's and young people's welfare and expects the same from its employees. All new staff employment approval will be subject to two satisfactory employment checks and enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, to explore any gaps in employment. Diversity, Equity and Inclusion are the responsibility of all SIS staff.

Scope of Responsibility:

Every faculty member at SIS is responsible for providing a safe and developmentally appropriate environment in accordance with the SIS program philosophy, school policies and procedures. The Counsellor is responsible for planning, teaching, and assessing engaging learning experiences, providing social, emotional, behavioural, language and academic support, collaborating with other educators in the school and maintaining solid relationships with the parent community.

Counsellors are expected to work 190 days, at least 180 as student-contact teaching days. Responsibilities include attendance at school during set hours to teach, supervise and interact with parents, colleagues and students, as well as curriculum-related workdays, parent meetings, and conferences.



Major Duties and Responsibilities:

- using a case management approach, tracking at-risk students, keeping appropriate records and offering consultative support or direct services as needed
- develop individualised programs and student support plans
- offer proactive developmental counselling as schedule and time permits
- provide one-on-one or small-group academic and personal counselling
- actively participate in the Student Support Team (SST)
- designated safeguarding lead for grades of responsibility
- discusses safeguarding concerns with the divisional Principal
- participate in the admissions processes
- facilitate parent and staff learning
- organise referrals for evaluation and coordination with outside providers
- crisis management when required
- provide guidance lessons
- support the admissions process as required
- maintains a high degree of confidentiality
- additional duties when requested by the Principal.
- Develop understanding and support the implementation of Diversity, Equity, Inclusion, Justice and Belonging (DEIJ&B) initiatives and related matters.

Required Qualifications, Skills, Experience and Attributes:

- Learning Support and/or Counseling professional qualifications
- Professional certification for the relevant area of the school
- Primary/Secondary teaching experience is highly desired.
- At least two years of related working experience

This position description is designed to outline primary duties, qualifications, and job scope but not limit the employee nor SIS to only the work identified.



Principal Performance Appraisal and Growth

Domains of Performance:

- Standard 1: The international school counsellor plans, organises and delivers the school counselling program.
- Standard 2: The international school counsellor implements the school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.
- Standard 3: The international school counsellor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.
- Standard 4: The international school counsellor provides responsive services through effective individual and small-group counselling, consultation and referral skills.
- Standard 5: The international school counsellor provides system support through effective school counselling program management and support for other educational programs.
- Standard 6: The international school counsellor discusses the counselling department management system and the program action plans with the school administrator.
- Standard 7: The international school counsellor is responsible for establishing and convening an advisory council for the school counselling program.
- Standard 8: The international school counsellor collects and analyses data to guide program direction and emphasis.
- Standard 9: The international school counsellor monitors the students regularly as they progress in school.
- Standard 10: The international school counsellor uses time and calendars to implement an efficient program.
- Standard 11: The international school counsellor develops a results evaluation for the program.
- Standard 12: The international school counsellor conducts a yearly program audit.
- Standard 13: The international school counsellor is a student advocate, leader, collaborator, and a systems change agent.

[See International School Counsellor Performance Appraisal](#)