

SCHOOL COUNSELLOR

Northfields International School is currently seeking to hire a Counsellor to provide a high-quality counselling service to students experiencing a wide range of emotional problems.

The Counsellor is expected to:

- To provide support, guidance and advice to parents, guardians and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

The potential candidate will be reporting to the Vice Principal.

KEY RESPONSIBILITIES

- To be responsible for the confidential counselling services to students as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records.
- To liaise with the Designated Safeguarding Lead on a regular basis.
- To provide regular audit information such as numbers, age range and types of problems to the SMT.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To continually review and evaluate the service.
- To update ISAMS as required
- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding students' Welfare.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
- To arrange and deliver relevant training for staff as and when needs are identified.

Safeguarding Commitment

Northfields International School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. You must be aware of and comply with school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- Post-graduate Diploma or Masters level in Counselling or Psychotherapy
- BACP Accreditation, UKCP registration or BPC
- Further therapeutic training or qualification in working with children and young people

EXPERIENCE

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of range of needs of people from diverse ethnic, cultural and social background
- Knowledge of the Child Protection (Place of safety for the welfare and protection of children) Regulations 2019

SKILLS

- Ability to work independently
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook
- Enthusiasm
- Communication skills
- Interpersonal skills
- Collaborative skills
- Creativity and presentation skills
- Practical ICT skills

Please send full CV and cover letter to careers@northfieldsinternational.school by 20th December 2019.