

Job Description

Position	Primary Counselor
Reporting Relationship	Primary Principal
Working Relationships	Counselors, IB Coordinators, Faculty, Students

Description

The Counselor role requires first point of contact with students, teachers and parents. The Counselor works closely with the Primary Leadership Team, the Advancement Centre Team and the Secondary Counselors.

Specific Duties:

Student Services

This role will most specifically focus on:

- Providing mental health support and prevention for Primary Students and families
- Leading the Crisis Intervention Team in conjunction with the Primary Principal
- Acting as the Designated Person for Child Protection in the Primary School

The counselor will provide a range of services to students from Nursery to Grade 5 which include education on social, emotional, behavioral and academic development as well as on a needs basis by via referral, such as:

- Classroom guidance counseling, to deal with an appropriate area of social/emotional concern with a cohort.
- Small group counseling
- Mindfulness
- One-on-one counseling interventions
- Guidance lessons, teacher support, One-on-one counseling, including, but not limited to:
 - Friendships, emotional control, empathy, problem solving, resilience and self-confidence

In collaboration with the Advancement Center maintain and support the implementation of structured programs, such as:

- Organizational, Personal and Social Skills development programs
- Leadership, student initiated action groups
- Arriving and Leaving Student Transition
- Restorative Practice
- PSHE curriculum

Parent Education

Lead structured programs to support parent learning through:

- One-on-one sessions with parents
- Including parents in counseling sessions to support Learning and Behavior Agreements
- Counseling workshops that address concepts such as:
 - Student protection, childhood developmental needs, support between school and home, health and wellbeing
- Messenger Communication

Teacher Support and Education

- One-on-one counseling

Accredited By



Council of International Schools (CIS), UK
New England Association of School and Colleges (NEASC), USA

Plot-80, Block-E, Bashundhara R/A, Dhaka-1229, Bangladesh, Tel: (88 02)8401101-7, 8402878, Mobile: 01819231100, Facsimile: (88 02) 8401622, E-mail: info@isdbd.org, Web: www.isdbd.org
Mailing Address: Dhaka Bag, Knightsbridge Schools International, 124/128 Barlby Road, Unit 43, London W10 6BL

- Mediation services
- Collaboratively, promoting the values, developing understandings and supporting the implementation of practices for:
 - Child Protection
 - Positive Classroom management practices
 - Behavior understanding and management
 - Restorative problem solving

Administration

- Tracking cases to generate data for annual reports
- Track cases for counseling records
- Maintain counseling records electronically in password protected spreadsheet
- Liaise with MYPC to ensure there is appropriate documentation on file to support students' pathways.
This could include:
 - Letter to define a student's challenges with anxiety or stress for IB special provisions
 - Letter to define family circumstances that may have impacted on attendance

Collegiate Responsibilities & Expectations:

- To understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

Updated on 27th August 2019