

## Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	School Counsellor	Reference: December 2023
Function/Department	Elementary School	Location: AIS
Manager Title	Assistant Head of Elementary	
Position Type	Fixed Term	
Position Status	Full time	

### Position Objective

- Provide professional expertise, leadership and support to the school community and networks in the development and implementation of plans, programs, and procedures to assist students in achieving positive educational, developmental and lifelong learning outcomes.
- Collaboratively negotiate, develop and implement programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

School Counsellors contribute towards, and assist in the provision of a comprehensive student support program that is responsive to the identified and changing needs of students. School Counsellors are required to provide this service in collaboration with other school-based personnel and external support providers.

### Responsibilities

- Collaborate with school staff / counsellors in the identification and development of universal and targeted activities/programming/individual plans, for all students addressing the possible areas of:
  - Academic development
  - Social and Emotional development
  - Knowledge of self and others
- Contribute to the professional development of staff and provide support to staff relating to student concerns.
- Provide opportunities for parent education.
- Administration and maintenance of case notes/records/confidential files.
- Provide support to individual students and families; including advice on external resources.
- Maintain up-to-date knowledge and competency in areas that effect the development of the child and assessment tools utilised to evaluate and diagnose disorders.

Other duties as determined in consultation with the Head of Elementary, Deputy Heads of Elementary or Assistant Heads of Elementary.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with who, they come into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.



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### Position Requirements

- Capacity to provide leadership that enables the effective delivery of whole-of-school educational programs and services that support the inclusion of all students.
- Capacity for effective counselling and individual case management involving a multidisciplinary approach, within an environment of competing priorities.
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
- Capacity to develop and implement student support programs and services for students with high support needs that reflect best practice and that align with departmental policies and procedures.
- Demonstrated capacity to effectively respond to sensitive and complex student issues within an ethical framework.
- A written application addressing the Key Result Areas.
- References and an interview will contribute to the final selection of the successful candidate.

#### The following would be advantageous:

- Professional membership, or credentials that meet the criteria for professional membership of a state/national counselling association
- A certificate in cognitive behavior therapy or similar
- An awareness or experience in the area of child protection matters
- Current full registration or eligibility for registration, as a teacher from a recognised educational body

### Qualifications

- A minimum of two (2) years full-time, supervised experience working with children and/or young people in an educational environment

#### AND one of the following:

- One year (minimum) full-time (or part-time equivalent) coursework Masters, majoring in counselling from a recognised university
- Registration as a psychologist through a recognised regulation agency, or a fourth year qualification in psychology.
- Qualifications and skills relevant to the role, which in the opinion of the Managing Director and School Principal are similar to the above.

### Contacts

- Students, Teachers, Assistant Heads, Parents, Head of School

### Working Conditions

- 8.00am to 4.00pm or as required
- Meetings as required



**Australian  
International  
School**

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### **Terms of Employment**

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment