



Job Description

Elementary Teacher Counsellor

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

To create and deliver quality learning experiences and enhance social emotional well-being to VIS students within the framework of VIS adopted programmes, curriculum, Student Profile and the school's Vision and Mission.

Reports to: ES Principal and Director of Wellbeing

Member of: Student Services Support Team

General Duties & Responsibilities

Teacher Counsellor will:

- Demonstrate professional qualities as detailed on the VIS Teacher Code of Ethics.
- Attend school from 8.30 to 3.30 daily. Until 5pm when weekly staff meetings are held.
- Demonstrate knowledge of curriculum and assessment as well as instructional and counselling best practice.
- Teach the Personal Social Health Education (PSHE) program to students



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- Support students referred by teachers or as discussed with the Principal/Director of wellbeing in the areas of personal and social development.
- Work with students individually or in small groups on social emotional well-being.
- Support the Principal with the Student Council.
- Plan with teachers to implement strategies for these students in the general classrooms.
- Liaise with parents to ensure home and school are working in partnership
- Work with the Director of Wellbeing to arrange outsourced speakers for awareness purposes to target specific issues such as but not limited to internet safety, cyber bullying, nutrition etc.
- Attend Student Services Support Team meetings.
- Be visible to students during school hours (in the playground, office area).
- Provide Parent Information Meetings on topics related to the PSHE program or issues raised.
- Liaise with School Nurse to provide joint PSHE sessions on specific topics.
- Report to the Principal and Director of Wellbeing when a student safeguarding matter is suspected or observed in accordance with the VIS Child Protection policy.

Skills

- Maintain confidentiality at all times.
- Demonstrate empathy and good listening skills.
- Work cooperatively with colleagues, support staff, and the administration.
- Meet with and support parents and students.
- Attend and actively engage in all meetings.
- Value collaboration and teamwork.
- Be an effective user of technology and understand the use of technology in teaching and learning.

Administrative

- Actively engage in the professional growth improvement process.
- Identify needed resources and materials and liaise with Director of Wellbeing on their use.
- Monitor, assess and report student social-emotional progress.
- Maintain accurate and complete records as required by policy and administrative regulation.

Reviewed Oct 2024