

### Summary

The primary role of the Secondary Counselor is to provide pastoral care for students and families. In addition, the Counselor collaborates with teachers on the development and implementation of the school's personal and social emotional curriculum (PSEL), strategies to support students with academic or behavioral needs in the classroom setting, and counsels individual and/or groups of students with academic or behavioral needs from Grade 6 to Grade 12. The Counselor is a member of the Student Support department.

### TIS Learning Principles

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

### Essential Duties and Responsibilities

#### Pastoral Care

- Ensure the TIS Child Protection program is implemented and followed
- Provide counseling to students and families, as needed, during times of personal or community crisis
- Provide individual counseling to individual or groups of students to aid transition both to and from the community
- Provide individual counseling to individual or groups of students experiencing challenges with discipline
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
- Demonstrates care and models positive interactions with students;
- Provide Preventive and Responsive Services

#### Teaching and Learning

- In collaboration with the Principal, lead the development and implementation of a shared vision for the personal social emotional learning (PSEL) in the secondary school
- In collaboration with the elementary counselor, ensure a coherency/continuum of the PSEL program
- Maintain appropriate records with occasional peer reviews from the elementary counselor
- Ensure relevant communication among Student Support Team, relevant faculty, and administration about student needs, within the boundaries of counselor confidentiality
- Establish coherent partnerships with teachers, acting in an advisory capacity or co-teaching as appropriate so that they feel supported when implementing the programme of support
- Support and guide 1:1 assistants working within the school in conjunction with the appropriate class and subject teachers
- Coordinate and develop ISPs for students in conjunction with the Student Support Team, class/subject teachers and parents and students as appropriate
- Participate in Grade Level Coordinator (GLC) meetings, as a member of the SS Student Support team In collaboration with the Principal or Assistant Principal
- Develop and administer special programmes such as parent courses, peer tutoring/counseling, etc.
- Conduct staff development/in-service sessions as requested
- Establish relationships with and refer members of the community to outside services as the need arises

### Minimum Qualifications

- University Degree or above in Counseling
- A minimum of two years experience in a counseling position within a Secondary School setting
- Experience working with students individually, in small groups, and in larger settings
- Cross-cultural exposure and understanding with an awareness of the challenges faced by English Language Learners
- Deep understanding of issues for families in transition in internationally mobile communities.
- Familiarity with the ethos and principles of an IB World School