



## **DUTY STATEMENT Primary School Counsellor**

**RESPONSIBLE TO:** Head of Student Support Services

### **RESPONSIBILITIES/DUTIES:**

Duties include, but are not limited to:

- Offer individual and group counselling to students presenting issues including friendship, social skills, study skills, grief/loss, conflict resolution, etc.
- Recommend relevant resources that support the PSHE curriculum.
- Contribute to the wider school culture through active involvement in classrooms, on the playground, in after-school activities, field trips, overnight trips, etc.
- Provide parent/teacher consultation and support as needed.
- Gain familiarity with German law regarding school children.
- Assist in the development of student Individual Education Plans and/or in-class support plans where counselling is needed.
- Collaborate as part of the Student Support Services Team to provide services for each student.
- Provide the point of contact for teachers to discuss students with social/emotional/behavioural challenges.
- Assist the Head of Student Support Services and teachers with transitioning new and departing students in and out of BIS.
- Collaborate with Primary School Teachers to support with the implementation of the PSHE curriculum.
- Work closely and collaboratively with the Head of Student Support Services and the respective Primary School Principal.
- Models the values and professional demeanour as expressed in the BIS Mission & Mandate.

### **SKILLS/QUALIFICATIONS**

- **Education:** A relevant degree in school counselling, counselling, psychology, school social work or similar.
- **Experience:** At least two years of counselling experience, preferably in an international environment.

**Personal desirable qualities:**

- Actively contributes to a positive work environment.
- Demonstrates personal and emotional boundaries in order to ensure the candidate's own well-being.
- Knowledge of German language.
- Proactively seeks help and guidance.
- Continues to seek and take advantage of further professional development opportunities.
- Maintains the strictest standards of confidentiality as provided by German law and ASCA standards.
- Sense of humour.
- Familiarity with the IBPYP framework and the IB mission statement.
- Experience of working within a Primary School.

**Terms of Employment:**

- In accordance with the BIS Staff Working Agreement.