

## Job Description: School Counsellor

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with WCIB Teacher Job Descriptions, the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

### 1. Purpose of the Role

- a. To provide a professional level of individual counselling for students who have been referred, or who have self-referred.
- b. To provide support, guidance and advice to parents and the School, via presentations or other group sessions.

### 2. Reporting Line

- a. This role reports to the Head of Learning Support

### 3. Duties and Responsibilities

- a. Offer individual counselling to students, using clinical judgement to work in their best interests and maintaining confidentiality as outlined in the School's Counselling Confidentiality Policy.
- b. Offer small group wellbeing and social skills sessions to students referred to the service.
- c. Set up and run a drop-in service for students to self-refer for counselling.
- d. Set up and run social skills and leisure activity groups during student break times
- e. Promote a caring and supportive environment where concerns can be raised and explored.
- f. Maintain awareness of the Wellbeing programme throughout the school and be ready to deliver or support sessions where relevant.
- g. Work with a wide range of issues including but not restricted to wellbeing, emotional regulation, bereavement and loss, self-harm, anxiety and depression, early developmental trauma, attachment disorders and abuse of any kind.
- h. Follow the school's safeguarding policy and procedures, working with and supporting the Designated Safeguarding Lead (DSL).
- i. Work both independently and within a team structure, with the Head of Learning Support, the pastoral leads across the school and the DSL.
- j. Liaise with the DSL and pastoral leads across the school to ensure all contact with parents as well as external agencies is made in line with correct procedure.



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- k. Provide regular audit information such as numbers, age range and types of problems to the SLT.
- l. Keep case records of a type agreed with SLT on each student in a secure place in accordance with all school regulations.
- m. Follow the school's procedures and policies with regard to confidentiality.
- n. Ensure that all relevant information about a student is appropriately logged in CPOMS.
- o. Provide and maintain clear and readily accessible information for students, staff and parents about the counselling service.
- p. Attend and contribute to meetings and training sessions as required by the Head of Learning Support or the Heads of School
- q. Maintain an up-to-date knowledge of current issues in counselling and mental health in relation to young people.
- r. Adhere to all School policies, and support the vision, mission and ethos of the School.