



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *(Elementary) Teacher Counsellor*

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 necessary to ensure the success of our school.

### **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 Head of SSS

Member of: Student Services Support Team and MS/ES section respectively.

### **General Duties & Responsibilities**

Teacher Counsellor will:

- Comply with Board policies and administrative regulations.
- 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.
- Exercise sound judgement when making decisions.
- Be an effective user of technology and understand the use of technology in teaching and learning.
- Value collaboration and teamwork.

### **Specific Duties and Responsibilities**

Teacher Counsellor will:

- Teach the Personal Social Health Education (PSHE) program to students in designated ES/MS section.
- Liaise regularly with the other section/s Teacher Counsellor and Head of SSS regarding the PSHE curriculum.
- Support students referred by teachers or as discussed with Principal or Head of SSS 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 section 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 together.
- Together with Head of SSS plan to bring in outsourced speakers for awareness purposes to target specific issues related to student wellbeing such as but not limited to internet safety, cyber bullying, nutrition etc.
- Keep accurate records of student referrals and provide an annual data of issues addressed to SSS Coordinator, Principal and HoS.
- Consult with the appropriate Leadership personnel when required, such as Principal and Head of SSS / INCO



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- 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 Principal and Head of SSS when a student safeguarding matter is suspected or observed.
- Follow Response Protocol as outlined by the VIS Child Protection Policy when a safeguarding referral arises.
- Maintain confidentiality at all times.

### Communication

- Work cooperatively with colleagues, support staff, and the administration.
- Meet with and support parents
- Attend and actively engage in all meetings called by Milepost Team Leaders, Curriculum Coordinators, Head of SSS, Principals, and/or Head of School.
- Actively engage in school identified professional development as required.
- Contribute as needed and appropriate to the advancement of the MSA Action Plan and Board of Directors Strategic Goals.

### Administrative

- Actively engage in the school adopted teacher/ counsellor appraisal and professional improvement process.
- Develop and maintain the required curriculum documents including scope and UbD planning.
- Identify needed resources and materials for classroom instruction and advise the Milepost Team Leaders, Head of SSS and/or Principals of these needs.
- Monitor, assess and report student progress.
- Maintain accurate and complete records as required by policy and administrative regulation.
- Using school adopted procedures, inform parents regarding student progress, the instructional programme, and other school issues as scheduled and as necessary.
- Perform other duties as assigned by the Head of School or Principal.

Reviewed March 2019