

Job Description of Counsellor

In line with its Mission and Objectives, Dhirubhai Ambani International School recognises that children enrolled in the school need varying degrees of counselling as they develop and mature. It is the responsibility of the Counsellor, working with the Head of Learning Support, to ensure that each child s/he works with, receives the help and support s/he needs to be a successful member of the school and wider community.

The school also recognises that for different individuals, the support required may involve individual counselling related to personal or social difficulties. The school further recognises that while students may experience difficulties arising from their home lives, it is outside the school's mandate to offer any form of counselling or advice to parents.

The responsibilities of the Counsellor include but are not limited to, not in any particular order:

- a) Being familiar with the school's mission and objectives and is aware of all aspects of the school's Counselling and Pastoral Care policy and philosophy;
- b) Observing the highest ethical standards in her/his dealings with students and parents, maintaining appropriate confidentiality in line with school policy;
- c) Attending and participating in regular departmental meetings, as per an approved schedule;
- d) Conveying realistic expectations of potential and future progress to parents and children;
- e) Ensuring that a weekly log of cases dealt with is sent to the appropriate Heads and Head of Learning Support without delay;
- f) Organizing and conducting workshops for faculty members, on delivery of specific aspects of the school's Personal Social and Health Education (PSHE) programme, as required by the Heads;
- g) Providing regular support to class teaches in PSHE lessons, to create awareness regarding social issues;
- h) Ensuring that the evaluation of any child referred to her/him takes place without delay;
- i) Providing immediate feedback to the Heads and Head of Learning Support on each evaluation, with concrete proposals for further action;
- j) Acting as a mentor and role model for students and colleagues;
- k) Maintaining an accurate and up-to-date database of students receiving counselling, including details of the progress that has been achieved in supporting the student;
- l) Conveying appropriate levels of information concerning students receiving counselling, to faculty members;
- m) Ensuring that class/subject teachers receive appropriate support in working with students facing social or emotional difficulties;
- n) Being involved with the all the school offices (ICSE, IGCSE and IBD boards) in providing support and planning for activities or presentations in various student/ parent orientations;
- o) In conjunction with the Heads and Head of Learning Support, recommending to parents, specialists who offer services beyond the expertise available in school;
- p) Such other duties as may be assigned by the Heads, within the terms of employment.