



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Relief School Counsellor	Reference: NOV2022SSD
Function/Department	Student Support Department	Location: Stamford Woodleigh Campus
Manager Title	Director of Student Support Services	
Position Type	Fixed Term – January 9 2023 → June 9, 2023	
Position Status	Full time - 5 days a week;	

Position Objectives

The role of the Relief Counselor is to support the social emotional development of students in our secondary schools. The relief counselor will take on a significant role in safeguarding - supporting students and families, conducting risk assessments, and collaborating with teams to ensure student safety and wellbeing. The relief counselor will also support students in the form of one on one counseling, small group counseling, classroom observations, family meetings, and modeling of strategies/resources.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Relationships:

- Developing trusting and effective relationships with the all the children in their caseload
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

Educational role:

- Provide social, emotional, and behavioral supports for students
- Consult with school team, teachers, and families on strategies and next steps
- Facilitate in-take meetings to summarize information on student needs
- Member of the Safeguarding Team
- Conduct risk assessments for students' safety and wellbeing
- Conduct one on one and small group counseling
- Meet with parents to share information and recommend supports
- Collaborate with Nursery-12 counseling team
- Becoming a presence across the whole school and a representative of it within its wider community



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Extended professional role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School
- Taking responsibility for the class/students during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times
- Communicating regularly and positively with parents via timely meetings, class webs, reports and conferences

Parents:

- Coordinating parent meetings where appropriate to review a students' progress

General:

- To provide any other reasonable duties delegated by the School Management

Position Requirements

- At least 2 years of experience in working with children in the role of counselor, social worker, of psychologist
- Possess highly developed interpersonal and teamwork skill
- Experience working within safeguarding
- Excellent verbal and written English skills
- Fluency in spoken and written Mandarin
- Proficient in using computers and Google suites
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Master's degree in counseling or social work or psychology

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students

Working Conditions

- School Environment
- Working hours 8:00 am to 4:30 pm, 5 days a week

Terms of Employment

- Working Hours: 8:00am to 4:30pm, 5 days a week
- Referee request: Required
- Background Check: Required