

**INTERNAL VACANCY ANNOUNCEMENT**

| | |
|--|---|
| Title: School Counsellor | Department : School Counselling |
| Reporting to: Lead School Counsellor | Duty Station: Prep & Secondary Sections |
| Date of Issue : 10 th January 2022 | Deadline Date: 21 st January 2022 |

Job Summary: Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. We are looking for an enthusiastic School Counsellor who will primarily provide professional, confidential counselling service for pupils at Premier Academy. Alongside this, the School Counsellor will assist staff with advice and support and play a significant role in the pastoral framework.

Key Responsibilities:

- **Counselling Sessions:**
 - To provide an independent and confidential counselling service to pupils and staff at Premier Academy through individual sessions, responding to their personal, social, emotional or educational concerns.
 - To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of pupils.
- **Student Welfare and Learning Support:**
 - To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.
 - Emphasize preventive and developmental counselling to provide students with life skills needed to deal with problems before they worsen and to enhance students' personal, social, and academic growth.
- **Development, Evaluation and Continuous Improvement of the Counseling Program:**
 - To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
 - Maintain and analyze all student data and prepare programs and activities to provide support to all student plans.
 - Attends professional development workshops and educational conferences in order to maintain and improve professional competence.
- **Teachers, other staff and Parents Liaison:**
 - Communicate with teachers, parents and administrators on an ongoing basis about behavioral and academic problems.
 - Provide training to all staff members and parents and update knowledge on all development requirements of students.
 - To play an active role in safeguarding children and adhere fully to Premier Academy School policies, especially the Safeguarding and Child Protection policy.

Essential Qualification and Experience:

- A Bachelor degree Counseling / Psychology is necessary to become a school counselor with at least 2 years' experience in a school set up.
- He/she must have knowledge School Pastoral programs.

Interpersonal & Management Skills:

- Awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
- Ability to work as a team member, and maintain effective communication with staff, students and parents and the ability to communicate within all levels external sources as required.
- Must possess high emotional and physical energy to handle the array of problems addressed.
- Demonstrable organizational skills, strong desire to help others and should be able to inspire respect, trust, and confidence.

Application Process: If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal: <http://www.premier-sri.ac.ke/vacancies/> not later than 21st January 2022.

Shazma Mukri – Lead Counsellor; Signature:.....

Date: 11/01/2022

Chinmoy Banerjee – CEO ; Signature:.....

Date: 11/01/2022