



# Job Description

## *Whole School Counselor*

### **Reports to the Head of School and Elementary and Secondary Principals**

#### **Hanoi International School Mission:**

*'As a diverse and caring community, HIS provides excellence in international education within an inclusive, compassionate environment.'*

*The core values of the school are:*

*To embrace and celebrate our diversity as a community of learners;*

*To develop an understanding and appreciation for our host country and its culture;*

*To make the world a better place through education and taking action;*

*To provide life-long learners with a variety of opportunities to develop the whole-person;*

*To develop internationally-minded people who strive to demonstrate the IB Learner Profile attributes.*

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As an employee of Hanoi International School, you support the growth and development of the students in line with the school's philosophy, as expressed in the Mission Statement and Values above.

#### **As the Elementary Counselor, you are responsible for the following:**

- Overseeing student pastoral care in the elementary and secondary divisions;
- Attends weekly elementary and secondary student support meetings, focusing on students of concern and the overall program;
- Counseling students one-on-one with social and emotional concerns;
- Supporting small groups of students with conflict- resolution and developing the social-emotional curriculum and delivery in the elementary and secondary school;
- Co-managing the elementary and secondary student monitoring systems;
- Working collaboratively with the student support team and leading a Universal Design for Learning (UDL) approach;
- Developing and teaching the secondary sexual health education program in the elementary and secondary;
- Writing Individual Educational Plans (IEP) for students with behavioral needs and communicating with teachers and monitoring progress, and use of the IEP;

- Meeting regularly with the Senior Educational Leadership Team (SELT).

## **Collegiality and Professionalism**

**As a staff member at Hanoi International School, you are responsible for the following:**

- Modeling the Hanoi International School mission and values;
- Promoting a culture of mutual respect and understanding;
- Exemplifying International-mindedness and participation in the wider IB and international community; promoting the positive image of Hanoi International School within the school and in the wider community;
- Ensuring diplomacy, discretion, and respect for confidentiality in all professional activities.

## **Communications**

**As a staff member at Hanoi International School, you are responsible for:**

- Demonstrating open communication with and between staff, students, and parents;
- Communicating with parents, ensuring that parents are kept adequately informed of student's progress (academic, social, and emotional);
- Representing the staff at PTA meetings when required and being willing to listen to and respond to parents' views;
- Maintaining strong and supportive communication lines between the secondary and elementary schools;
- Providing written documentation to external agencies, such as service providers for families and students.

## **General Professional Expectations**

**In addition to the above, you are expected to:**

- Model lifelong learning by remaining current with content and pedagogy in your area of academic responsibility;
- Foster respectful interactions among and with students and their peers, both in classrooms and the school;
- Develop and maintain a level of technical expertise that enables the active use of technology to support student learning;

- Actively participate in and support student and teacher-led extracurricular activities;
- Promote the positive image of Hanoi International School in public settings;
- Take responsibility for the safety and discipline of students in and out of the classroom;
- Demonstrate diplomacy and discretion in all professional dealings;
- Take an active role in the Hanoi International School community;
- Cover additional teaching when required;
- Participate in the professional growth program, which encompasses teacher observation, appraisal, professional development, and professional goals;
- Participate in and lead committee work (IB and CIS) which contributes to achieving the school's strategic plan and mission;
- Perform any other reasonable duties requested by the Elementary Principal and Head of School.

### **Qualifications/ Experience**

- Experience in counseling in the international school context;
- Bachelor of Education or PGSE (qualification to teach);
- Degree in Psychology, Counseling, or related fields;
- Minimum two years experience in International School or national system.

### **Candidate Qualities**

- Compassionate, caring, and intuitive faculty member that understands the unique context and emotional needs of elementary and secondary students in international schools students;
- Professional who understands the importance of child protection, safeguarding, and data protection within the international school context;
- Strong interpersonal skills, supporting diverse faculty to understand the importance of social and emotional learning, diversity, equity, and inclusion.