

**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	Counselor	Reference: 221020
Function/Department	Student Support Team	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

Serve as a student advocate who works collaboratively to foster students' academic achievement and social-emotional wellbeing.

## Responsibilities

Provides a wide-range of responsive services to students, their families and teachers

- Establishes positive, safe, and trusting relationships with students as well as their families and teachers
- Provides short-term counseling services to students with social-emotional concerns
- Consults with families, faculty and staff by serving as an advocate for the child
- Facilitates small-group counseling aimed at targeted areas of need
- Establishes and maintains ongoing professional collaboration with service providers on and off campus in order to coordinate wraparound services for students at the tertiary level of support services

Serves as a primary contact for school crisis and/or safeguarding concerns

- Provides a confidential avenue for identifying and responding to potential threats to child safety
- Assumes a key role on school-wide and divisional crisis response teams
- Documents communication and events surrounding child protection issues and coordinates with administration and external agencies as needed

Offers consultation to teachers, parents, and other service providers in order to promote social-emotional wellbeing for all students

- Participates on a multi-disciplinary team of professionals by utilizing a problem-solving approach
- Prepares and disseminates professional resources according to student need
- Offers ongoing support to faculty, staff, and parents to improve students' overall school experience

Regularly assesses students' social-emotional needs within the school environment

- Utilizes classroom observations, interview/rating scales, and family questionnaires as needed to identify student need, modify supports, and report progress to parents, faculty, staff, and administration

Serves as a case manager for students receiving support services

- Gathers relevant background information related to students' academic and/or social needs
- Maintains updated and accurate student files which adhere to high-levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers

Participates in school-wide program development to promote social-emotional wellbeing

- Participates in and provides support for the Advisory Program/Social-Emotional Curriculum
- Prepares and delivers occasional parent education training, faculty presentations and/or school or grade-level assemblies

## Position Requirements

- School counselor qualifications
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record
- Preferred: experience working in schools as a school counselor or social worker

## Qualifications

### Required:

- Degree in School Counseling, Social Work, Counseling Psychology, and/or related field
- Previous training and/or certification in school counseling or school-based social work
- Previous training and/or experience working with elementary aged students

### Preferred:

- Previous and current training in child protection and/or safeguarding issues
- Knowledge and/or experience providing school counseling support within an RtI (or MTSS) Model
- Knowledge and/or experience with the standards and practices of the American School Counselors Association

## Contacts

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

## Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

## Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: Required
- Referee request: Required
- Background Check: Required

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## Safeguarding

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 adhere 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 of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.