

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	School Counsellor	Reference: October 2026
Function/Department	Elementary School	Location: AIS
Manager Title	Head of Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

- Provide professional expertise, leadership and support to the school community and networks in the development and implementation of plans, programs, and procedures to assist students in achieving positive educational, developmental, and lifelong learning outcomes.
- Collaboratively negotiate, develop, and implement programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

School Counsellors contribute towards and assist in the provision of a comprehensive student support program that is responsive to the identified and changing needs of students. School Counsellors are required to provide this service in collaboration with other school-based personnel and external support providers.

Responsibilities

Student Support

- Provide individual and group counselling to students experiencing social, emotional, behavioural, or academic challenges.
- Implement age-appropriate interventions to support students' emotional regulation, resilience, and social skills development.
- Conduct classroom and small-group sessions on topics such as emotional intelligence, friendship skills, mindfulness, coping strategies, and conflict resolution.
- Offer crisis intervention and immediate support for students in distress.

Collaboration with Staff and Parents

- Work closely with teachers and school staff to identify and support students who may require additional emotional or psychological assistance.
- Provide guidance to teachers on implementing social-emotional learning (SEL) strategies in the classroom.
- Communicate with parents regarding student well-being and provide recommendations for additional support when needed.
- Offer parent workshops and consultations on topics such as child development, emotional well-being, and positive parenting strategies.

Program Development and Implementation

- Design and deliver well-being programs aligned with AIS's values and curriculum, promoting a culture of emotional intelligence, kindness, and inclusivity.
- Support the development of school-wide initiatives for mental health awareness, student leadership, and peer support programs.
- Contribute to the school's pastoral care framework and collaborate with staff on proactive approaches to student well-being.

Safeguarding and Risk Management

- Uphold the highest standards of child safeguarding and report any concerns in accordance with school policies and local regulations.
- Conduct risk assessments and implement safety plans for students facing significant emotional or behavioural challenges.
- Maintain accurate, confidential records of counselling sessions and interventions.

Professional Development and Continuous Learning

- Stay updated on best practices in school counselling, child psychology, and mental health interventions.
- Engage in professional development opportunities, training, and collaboration with other counsellors within the school and the broader educational community.
- Contribute to the professional development of staff and provide support to staff relating to student concerns.
- Other duties as determined in consultation with the Head of Elementary, Deputy Head of Elementary or Assistant Heads of Elementary.

It is your responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom they come into contact with. For that person to comply with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, you identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, you must report any concerns to the School's Designated Safeguarding Lead, or to the Head of School, or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Capacity to provide leadership that enables the effective delivery of whole-of-school educational programs and services that support the inclusion of all students.
- Capacity for effective counselling and individual case management involving a multidisciplinary approach, within an environment of competing priorities.
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
- Capacity to develop and implement student support programs and services for students with high support needs that reflect best practice and that align with departmental policies and procedures.
- Strong understanding of child development, emotional well-being, and behavioural management strategies
- Experience in delivering social-emotional learning programs.
- Demonstrated capacity to effectively respond to sensitive and complex student issues within an ethical framework.
- Knowledge of safeguarding policies and procedures related to child protection.
- Ability to work in a multicultural school environment and adapt counselling approaches to diverse student needs.
- A written application addressing the Key Result Areas.

- References and an interview will contribute to the final selection of the successful candidate.
- Excellent communication and interpersonal skills to collaborate effectively with students, parents and staff.

Qualifications

- A minimum of three (3) years full-time, supervised experience working with children and/or young people in a counselling or pastoral care role, preferably within an international school setting.

AND one of the following:

- A degree in Counselling, Psychology, Social Work, or a related field (Master's degree preferred), from a recognised university.

The following would be advantageous:

- Professional membership, or credentials that meet the criteria for professional membership of a state/national counselling association
- A certificate in cognitive behavior therapy or similar
- Current full registration or eligibility for registration as a counsellor from a recognised body

Contacts

- Students, Teachers, Assistant Heads, Parents, Head of School

Working Conditions

- 8.00am to 4.00pm or as required
- Meetings as required

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Medical & Hospitalisation Leave: **60 days hospitalisation leave including 14 days medical leave**
- Probation Period: **1 term**
- Reference Check: **Required**
- Background Check: **Required**