



Job Title: Early Years and Primary School Counselor (Nursery to Gr. 02)

Our School:

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission are to educate students in an environment that will not only equip them with a high level of content skills and information but also help them to learn the behaviors associated with the global citizenry and the concept of being humanitarians and caring individuals.

Purpose:

All counselors at SSIS are considered to be part of a “Learning Community.” At SSIS, it is expected that nurturing a healthy professional learning community requires that every faculty and staff arrive at these three conclusions:

- a) I am a professional. My mission is to ensure learning at high levels for every student, with measurable objective evidence.
- b) I learn and I help others learn. My students learn more when I collaborate and learn with other faculty and staff sharing strategies and comparing evidence.
- c) My school is a community, greater than the sum of its parts. It is built out of collaborative teams and disciplined professionals that share and learn from their failures and successes.

Reports to:

Head of Counselling (K-12)

Works Collaboratively with:

1. Director of Student Services
2. Divisional Principals
3. Divisional Heads of Department
4. Divisional Coordinators
5. Instructional Faculty
6. Marketing & Communication Team

Key Accountabilities:

1. Position Overview

Early Years and Primary School Counsellor (Nursery to Gr.02) works in collaboration with teachers, students, parents, leadership, and the community to deliver services in four main domains: 1) individual student planning, 2) responsive services, 3) system support and 4) SEL curriculum while Early Years and Primary School Counsellor (Nursery to Gr.02) is the primary school counsellor for Preschool Division and Lower Primary School (Gr.01-02). Depending on enrolment and organizational needs, the Early Years and Primary School Counsellor (Nursery to Gr.02) will work in grades 03-06 as needed within the 4 domains (individual student planning, responsive services, system support, and SEL curriculum) in tandem with the Primary School Counsellor (Gr.03-06).

2. General Responsibilities

2.1 SEL Curriculum

- a) Provide co-planning and teaching of the school SEL curriculum



- d) Collaborate with subject area and grade level teams to enrich the SEL components of their content curriculum and instruction
- e) Conduct small group learning activities outside and inside the classroom to respond to students' identified needs and interests (e.g. running an activity in our Activity School Program).
- f) Facilitate workshops and informational sessions for parents, staff, and faculty to address the needs of the school community and to reflect the school SEL curriculum
- g) Promote awareness of the unique nature of life within the international community and seek opportunities to address internationalism across the curriculum

2.2 Individual Student Planning

- a) Participate in the promotion and retention decisions
- b) Carry out the Counselling Education Curriculum and Pastoral Care Programme and facilitate the implementation of these programs for Nursery to Grade 02
- c) Administer and follow up with surveys related to student interests, habits, attitudes, etc.
- d) Teach and reinforce strategies that promote prosocial behaviors
- e) Conduct small social groups to promote peer relationships
- f) Review and support behavior intervention plans
- g) Support the transition of new students, departing students, and transitions between school sections and grades
- h) Promote inclusion, equity, and access for all students

2.3 Responsive Services

- a) Consult with parents, teachers, leadership, and community agencies regarding strategies to help students and families
- b) Provide small group and individual short-term counseling for students experiencing difficulties managing relationships, personal concerns, and developmental issues
- c) Train students as peer helpers
- d) Provide short-term crisis counseling to students, families, staff, and faculty members facing emergency situations
- e) Refer: (a) maintain a current list of community resources and providers outside of school for referral purposes; (b) refer faculty, students, and families whose needs cannot be addressed in the school setting to outside providers and specialists; and (c) advocate for community and mental health services on behalf of faculty, students, and families
- f) Provide transition support to families and students who are moving in and out of the school/community

2.4 System Support

- a) Provide in-service instruction about the school SEL curriculum to faculty, parents, and the community
- b) Work in partnership with the Admissions Office to review files of new applicants, conduct student screening assessments to determine eligibility, and make recommendations regarding each student's capacity to demonstrate success at Shanghai Singapore International School.
- c) Remain current with education reform and challenges facing today's students
- d) Uphold International School Counseling Association (ISCA) ethical and professional standards
- e) Membership in professional association conferences and meetings (i.e. ISCA, etc.)
- f) Advocate for every student
- g) Attend and constructively contribute to staff meetings



- h) Consult with teachers, leadership, and parents to provide information and resources that support students and the school community
- i) Provide workshops for parents (i.e. transition, relevant school, and student issues, etc.)
- j) Actively participate in other school programs (i.e. leadership teams, parent-teacher associations, committees, etc.)
- k) Fulfill program management and operations (i.e. plan and manage tasks needed to support the school counselling program and those duties that need to be fulfilled as a member of the school staff)
- l) Collaborate to support the management of the counselling program (i.e. budget responsibilities, order and develop resources, maintain counselling facilities, write policies and procedures, research development)
- m) Analyze student achievement and counselling program data to evaluate the counselling program, conduct research on activity outcomes, discover gaps that exist between different groups of students

2.5 Miscellaneous

- a) The roles and responsibilities of school counsellors are not constrained by the job descriptions abovementioned. This document serves as a guide for school counsellors.
- b) Undertake other duties as requested by the Head of Counselling (PK-12)

3. Qualifications and experience required:

- a) Master's Degree and valid certification in School Counselling (or the substantial equivalent).
- b) K-12 license or certification in School Counselling (procured in the country of origin).
- c) Experience as a Primary School Counsellor in international schools. At least 5 years of experience in a school counselling role serving students in from PreNursery to Grade 06.
- d) Experience in Early Years Education Desired
- e) Excellent written and verbal communication skills. Ability to communicate effectively with students, parents, teachers, and others.
- f) Demonstrated commitment to the safeguarding and welfare of children and young people
- g) Demonstrated ability to serve as a leader engaged in system-wide change
- h) Demonstrated advocacy for students' personal and educational needs
- i) Demonstrated ability to build effective teams to work toward the common goals of equity, access, academic, and social success for every student
- j) Possess the skills to assess the school for systemic barriers to academic and social success
- k) Ability to work in a dynamic and fast-paced environment
- l) Skilled in the use of technology for student planning and documentation
- m) Proven ability to bring about and support change. Positive attitude. Proven ability to build programs. Willingness to reinforce our School Mission, Philosophy, and Values.