DBS

CANDIDATE INFORMATION PACK

School Emotional Counsellor

JOB DESCRIPTION

School Emotional Counsellor

The Role

For this expansion role, the School Emotional Counsellor will work collaboratively and proactively with the students, teachers, and parents to provide therapeutic services for the DBS school community using an integrative approach. They will identify, address and provide interventions to support a wide range of emotional health issues for students aged 3-19. The counselling service operates in accordance with best practices in the UK and internationally, while following the BACP code of practice. The role involves providing individual counselling sessions, group workshops, and targeted programs in order for students to build resilience, discover potential resolutions and coping strategies, and explore interpersonal skills. With a deep understanding of the unique pressures faced by international students, counsellors play a crucial role in fostering a supportive school culture that values empathy, diversity, and personal growth.

This role involves contributing to safeguarding and promoting mental and emotional health of the school community. The counsellor maintains accurate records and data of counselling sessions and presiding issues. The counsellor liaises with external agencies and professionals when appropriate, and attends regular supervision and professional development opportunities.

The School Counsellor must also subscribe fully to the core values of the school, demonstrate a commitment to a positive and inclusive school culture, and work collaboratively with a diverse group of stakeholders, including students, parents, teachers, and administrators.





KEY RESPONSIBILITIES

School Values and Ethos

- To uphold the highest standards of safeguarding and child protection, ensuring that every student feels safe, supported, and able to thrive within the school community.
- To actively promote the DBS Vision through enthusiastic participation in all areas of School life.
- To share and support the School's commitment to provide an all-round, outstanding education for all our students.
- To always set high expectations, which inspire, motivate and challenge students.
- To have the highest aspirations for all our students' development and achievements, both in and out of the classroom.
- To offer excellent pastoral care for all students.
- To respect and support Thai culture.

Safeguarding Responsibilities

- To uphold the highest standards of safeguarding, consistently promoting the safety and well-being of all students in line with the school's Child Protection and Safeguarding Policy.
- To be vigilant in recognising the signs of abuse or harm, and to follow all school procedures for reporting concerns about students or adults without delay.
- To ensure that safeguarding is embedded in daily practice, including classroom interactions, co-curricular activities, off-site visits, and digital environments.
- To complete all required safeguarding and child protection training, including regular refreshers, and to remain fully informed of policy updates and expectations.
- To support a culture of openness, fairness, trust, and respect where all students feel safe, heard, and valued.
- To contribute to a shared responsibility for safeguarding by proactively collaborating with colleagues, Designated Safeguarding Leads, and relevant external agencies when appropriate.
- To support and monitor safeguarding practices within your area of responsibility, ensuring consistency with the school's wider safeguarding strategy and compliance with international accreditation expectations.

Main Duties

- To maintain registration with their official counselling body such as the BACP or UKCP.
- To maintain confidentiality and counselling boundaries.
- To work alongside the current school counsellor and work with the Headmaster and Senior Leadership Team on establishing and maintaining an environment across the school that secures high standards for student and staff well-being.
- Be a visible presence around the school, and providing emotional support for the entire community of students, staff, and parents.
- Deliver 1 to 1 counselling services to students and staff as appropriate.
- To effectively manage the caseload and be able to prioritise cases if and when needed.
- Uphold safe ethical practice in accordance with the BACP Ethical Framework and in line with school policies.
- Review student referrals and consider the most appropriate level of support, be that at school or with an external agency.
- To maintain and secure appropriate records in relation to sessions and referrals.
- To liaise with the Designated Safeguarding Lead and Safeguarding team, playing an active role in safeguarding students, and liaise appropriately with school staff and professionals.
- Attend the Student Support Services meetings.
- Attend meetings between the Student Support Service team and school section Pastoral teams, and teachers.
- To support training, and provide support and interventions to students and staff as ethically appropriate appropriate.
- Stay informed of the latest developments in counselling, education, and mental health to maintain a high level of awareness.
- Liaise with other agencies and specialist as deemed appropriate
- Networking with school counsellors in Bangkok area, sharing best practice and advice.
- Contribute reports for the school's governing body each term.
- Promote the welfare of students and ensure the compliance of Health and Safety regulations.
- Communicate to individual parents about student concerns when appropriate.
- To be involved in the review of school Pastoral data with relevant Pastoral teams to support the identification of students of concern and support guidance on interventions.
- Contribute to the review of the school's Counselling Policy as and when needed.
- To provide advice to academic staff if there are concerns about a particular student.







Policies, Procedures and Parents

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To prepare assemblies and talks as and when appropriate.
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.
- To report to parents on the development, progress and attainment of students, in line with the Assessment and Reporting Policy

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions, residential trips and other staff meetings as appropriate.
- To undertake supervisory duties during the school day.
- To recognise the importance of being an exemplary role model to all children within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To engage actively in professional development, reflect on teaching practice, and contribute to whole-school initiatives and improvement projects.
- To always maintain professional and productive relationships with colleagues.

Person Specification
(E is Essential; D is Desired)

Qualifications

- Hold a relevant bachelor's degree. (E)
- A relevant qualification in counselling children. (E)
- Registered under a professional body such as UKCP, BPC or BACP accreditation or equivalent. (E)
- Teaching qualification. (D)

Skills and Experience

- Have an up-to-date knowledge of current safeguarding practices (E)
- Experience of working with children who have English as a Second Language. (D)
- Show a commitment to safeguarding and promoting the welfare of all students.
- Have experience of working with school aged children, 3-18, and their families.
- Have a strong commitment to the pastoral care of the students. (E)
- Experience of using CPOMS. (D)
- A high level of subject knowledge. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Knowledge and understanding of recent educational developments and best practice. (E)
- Experience of offering training to other staff. (D)

Personal Qualities

- An understanding of the needs, challenges and opportunities of a British school community. (E)
- A willingness to participate in professional development as appropriate to the role and the school. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a 'nine-to-five' approach. (E)



REMUNERATION

The successful candidate will receive excellent salary and benefits commensurate with their experience.
This will include:

- Competitive salary.
- On-site accommodation (if recruited from overseas) for first year of contract at least. Option to move off-site and receive housing allowance from the second year.
- Start and end of contract flights (for dependent spouse and children too).
- Annual flight allowance (for dependent spouse and children too).
- Medical insurance (for dependent spouse and children too).
- 100% Tuition fees contribution for up to two children (50% for subsequent children).
- An end of contract gratuity.



APPLICATION PROCESS

Please apply through through the school's **TeachApply Portal.**

If you have any additional questions about the role then please contact:
Pattarawan Ruenroeng, Headmaster's PA at pattarawan.r@dbsbangkok.ac.th




DENLA BRITISH SCHOOL


DBS
Always to Greater Things