

# Job Description of Guidance Counsellor

The role of the guidance counsellor is to advise students and parents about future academic and career options that correspond with the students' skills and interests. The guidance counsellor works closely with the coordinators and the principal to provide an education to students that is in line with the school's curriculum and goals.

The guidance counsellor reports to the Vice Principals.

Specific responsibilities include:

## School Guiding Statements

- Understand the philosophy of the school and work to uphold the school's guiding statements (mission, vision, school-wide learning objectives, definition of international-mindedness, pledge of non-discrimination, policies).
- Understand and act in accordance with school policies and procedures
- Pledge to protect all children in the care of the school.

## Teaching and Learning

- Develop the guidance curriculum at all grade levels as directed by the school leadership team.
- Work with teachers to implement and review the guidance curriculum.
- Help students, including students with additional learning needs, and parents develop a plan for future academic and career options that correspond with students' skills and interests.
- Help students to evaluate their own attributes and assist them in realizing their objectives.
- Plan and manage individual guidance conferences for students (including alumni) and parents.
  - Explain the IB continuum from PYP to DP.
  - Explain the differences between public schools and international schools.
  - Explain application systems for schools and universities (overseas and domestic).
  - Provide information on scholarships (application documents, information, preparation for interview and essays, etc. ).
- Make and maintain relationships with other schools, universities, and companies.
- Manage guidance documents, such as pamphlets, emails, etc.
- Check application documents made by students.
- Work with students to prepare for and practice interviews, essays, and exams for entrance to individual universities.
- Offer guidance orientation and the outline of guidance documents to students and parents.
- Report on application results internally and externally.
- Attend meetings for guidance counsellors run by the prefecture, Ministry of Education.
- Plan and negotiate with companies about internships and job experience.
- Help students create resumes and practice interviewing for getting jobs.
- Make and maintain connections with alumni.
- Design, prepare and deliver high quality lessons to suit the individual needs of all students.
- Create challenging and engaging learning opportunities for all students based on the latest educational research and models of inclusive practice.
- Complete all documentation on time and to a good standard.
- Assess and monitor student progress and provide prompt and meaningful feedback so that all learners can see success and improve.
- Keep accurate and meaningful records of student progress.

- Seek ways to collaborate often and openly with colleagues to share new ideas, approaches and professional knowledge.
- Communicate accurately and regularly with parents.
- Provide an attractive and engaging classroom or office environment which should be kept clean, tidy and well-organized.
- Maintain constant awareness of the needs of any children for whom English is an additional language and actively plan for their needs.

## School Culture

- Interact with colleagues, parents, and students in a positive, friendly, and co-operative way.
- Participate actively in all-school events. Active participation includes volunteering to assist in all events in some way, and potentially leading a major all-school event.
- Participate actively in and occasionally lead assemblies.
- Participate in house league events and activities.
- Prepare presentations for parents/the public at special events.
- Arrive promptly to school, to classes, and to meetings.

## Operations

- Ensure that students are adequately supervised at all times.
- Ensure the well-being and safety of all students.
- Attend weekly and monthly collaborative meetings and staff meetings.
- Assist in first aid when necessary.
- Ensure that school equipment and resources are used in a respectful way by all members of the school community.

## Faculty and Staff

- Participate actively in ongoing professional learning.

The above lists are not comprehensive. Other duties may be assigned, based on the school's needs and the employee's capabilities.