

Job Description

Student Counsellor (Counselling & Wellbeing)

Line Manager: Student Counsellor

Reporting to: Student Counsellor and the Deputy Principal Pastoral

Overview:

The Wellbeing and Counselling Department plays a crucial role in supporting the emotional, social, and mental health of students across the school. The department is responsible for providing counselling services, implementing preventive and developmental programmes, and promoting a positive school climate. The role involves working closely with students, parents, teachers, boarding staff, and external professionals, as well as maintaining confidential records and contributing to school-wide wellbeing initiatives. A candidate who is empathetic, collaborative, and committed to student welfare and holistic development will thrive in this role.

Key Responsibilities

- Provide individual and group counselling support to students across Middle, and Senior School
- Promote students' emotional, social, and psychological wellbeing through structured, responsive, and preventative interventions
- Observe, assess, and document students' emotional, behavioural, and social development
- Maintain accurate and confidential counselling records in line with safeguarding and data protection policies
- Support whole-school wellbeing initiatives including Zephyr, anti-bullying, anti-vaping, and positive behaviour programmes
- Deliver Life Skills, PSHME, and Adolescent Development Programmes
- Work collaboratively with teachers, boarding staff, pastoral leaders, and senior leadership to support students of concern
- Coordinate with medical and clinical professionals as required to ensure holistic student support
- Creating content for website, social media pages, magazines and podcast.
- Liaise appropriately with parents, guardians, and external professionals
- Support students during periods of high stress including examinations, transitions, and personal crises

Wellbeing Ambassador Programme

- Provide professional oversight, supervision, and training to the Wellbeing Ambassador team

Supervision and Pastoral Responsibilities (For on campus)

- Undertake assigned boarding and residential duties
- Provide emotional and behavioural supervision during unstructured times (lunch, juice breaks, library, transitions)
- Support study supervision and morning form time as required.

- Contribute to the identification, monitoring, and support of students of concern

Teaching, Prevention, and Outreach

- Contribute to Life Skills, PSHME, and wellbeing lessons across the school
- Design and implement short structured form-time wellbeing activities
- Support awareness campaigns, and mental-health initiatives
- Provide emotional support during trips if on duty.
- Facilitate reflection, emotional regulation, and group processing during experiential learning activities

Staff Wellbeing

- Design and facilitate regular staff wellbeing activities.
- Develop, administer, and analyse staff wellbeing surveys and check-ins
- Provide staff with practical mental-health resources and stress-management strategies

Research, Data, and Programme Development

- Conduct research on student and family wellbeing
- Use evidence-based practice to inform counselling interventions and prevention programmes

Generic Professional Responsibilities

- Support and promote the aims, ethos, and values of TISB
- Maintain the highest standards of professional conduct, confidentiality, and safeguarding
- Follow all School policies, including the Staff Handbook and Child Protection guidelines
- Attend staff meetings, parent conferences, INSET sessions, school events, and Open Days
- Engage in ongoing professional development
- Notify line managers of absence promptly and ensure appropriate handover of responsibilities.

Generic Professional Responsibilities

- High emotional intelligence and empathy
- Strong ethical judgement and boundary-setting
- Calm and effective crisis management
- Excellent listening and observation skills
- Cultural and developmental sensitivity
- Digital Literacy, Data Management & Visual Communication

Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

Version History Table

S/No	Date	Version	Description of Change
1	Jan 2026	V1.0	Created
2			
3			
4			
5			