

Dresden International School Secondary School Comprehensive Counselor Role Description

Scope of the Position:

The Secondary School Comprehensive Counselor works closely with various community stakeholders to provide an effective counseling service and to support well-being in the Secondary School. Guided by the IB MYP and DP documentation, the school strategic plan and external organizations' documents (e.g. AGIS, ISCA), the Secondary Comprehensive Counselor provides direct social and emotional support, counseling and careers/university advising to students or groups of students, and may offer limited support to parents and staff members. With student learning as the primary guiding focus, the Secondary Comprehensive Counselor will ensure students are supported to access the curriculum and develop the skills and attitudes that are necessary to be successful at school. The counselor will be sensitive and knowledgeable about the needs that arise in an international school setting and will work closely with the school's leadership, advisors, subject teachers, parents and the Student Support Services Team to support them with strategies that meet each student's needs.

Reports to: Secondary Principal

Works with: Deputy Director, Secondary Principal, Secondary Assistant Principals, Secondary Middle Leaders, Secondary teachers, Secondary advisors, Primary Principal, Primary School Counselor, Primary Teachers, Support Staff, Digital Learning Coordinator, Outside support agencies, parents and students

Position: The Comprehensive Counselor will provide effective and responsive and proactive/preventative counseling and university advising services and information to individual students or groups of students and/or their families.

Salary Placement: Salary placement using the Annen Campus Faculty salary table.

Responsibilities:

Counselor:

- Develop and maintain positive and sensitive working relationships with all members of the school community in line with the school's curricula and the school's mission and values
- Provide and document student counseling sessions and maintain departmental records
- Support the development and implementation of the Wellbeing curriculum (including Comprehensive Sexuality Education and SEL) with the creation and sharing of lessons and resources that are accessible to all students as well as age appropriate. Supports advisors and teachers with the delivery of the Wellbeing programme in order to support the students' social and emotional development.
- Work in Primary and actively liaises with the Primary Counselor in order to ensure to support with transition and the articulation of the K–12 programme and curriculum
- Liaise with the Primary Counselor for the writing and reviewing of the DIS Counseling programme and curriculum

- Provide advice and guidance on the management of students with emotional challenges, write the social emotional part of the well-being programme, provide counseling support
- Serve as a member of the Student Support Services Team (SSST) committee to evaluate and refer students for additional academic and/or emotional support
- Work collaboratively with leadership and the SSST committee to develop and maintain student pastoral care plans/well-being plans
- Comply with the school's practices on matters of confidentiality in relation to the role of School Counsellor
- Be familiar with the files of newly arrived students and welcome these students to the school with the support of the Student Ambassadors. Provide or support a fully conceived and articulated transition programme for arriving and departing students; including liaison with subject teachers and the school's leadership team.
- Lead the Student Ambassador Club, a school group that supports school clubs, welcomes and says goodbyes to students and may do fundraisers for local or international projects.
- Assist with the school's class placement exercise as required
- Support the development and implementation of DIS-wide policies and Secondary-specific practices for student well-being, including the development of parent sessions that support the well-being and learning of our students
- Provide outreach and education for parents and the wider community regarding aspects of social emotional well-being at DIS
- Act as a Deputy Designated Safeguarding Lead as part of the Child Protection team
- Perform duties in accordance with the DIS Code of Conduct, the DIS Child Safeguarding Handbook, and the Diversity, Equity and Inclusion and Educational Access policies
- Write reports for other services and provide referrals as necessary
- Support students, staff and parents as part of a 'crisis support team', as required
- Complete other counseling related duties as defined by the school's leadership team
- Consult with other international schools/AGIS schools to stay current in standards of practice for school counselors
- Engage in relevant, ongoing professional development and training with local and international agencies in line with agreed annual priorities

University/Careers:

- Is a member of the Careers Team who collaboratively plan careers education experiences and guidance sessions and embeds these in school programmes such as Wellbeing, IB Core and the annual school calendar
- Collaborates with the Secondary Principal, IBDP coordinator, counsellors on the provision for options choices within the wellbeing programme in Grades 9-12
- Is available for student and parent career counselling/consultation, at lunchtimes, after school and in non-contact periods
- Guides students in the preparation of university applications for US, UK, the Netherlands, Ireland, EU, Japan, and other destinations apart from Germany & Austria, including extra preparation support for Oxbridge and Ivy league
- Remains up to date with current best practices by attending recommended professional learning and network events including AGIS Careers Counsellors round table
- Maintains an up-to-date record of student vocational destinations and career choices in conjunction with Alumni organisers (Marketing, DP office)

- In collaboration with the members of the careers team, regularly evaluates the effectiveness of the university and career counselling programme and services and makes adjustments accordingly
- Communicates the system of reference writing, predicted grades and personal statements
- Collect predicted grades for university applications via a shared spreadsheet
- Publicise the scope of the services and programmes offered, as well as information on current admissions/destinations via contributions to News and Notes, the website, and public notice boards
- Manages the school's Unifrog subscription, providing guidance to families and students
- Undertake reference writing for, and guide teachers in the writing of references for, university applicants, both current and graduated students

Profile:

- Counseling certification or related Degree and experience or training in age-appropriate counseling
- A background in counseling and/or pastoral care in a multilingual and multicultural setting
- Commitment to excellence and to supporting student access to our conceptually driven curriculum and educational programmes
- Proactive communicator with strong interpersonal skills
- Excellent interpersonal skills with a demonstrated ability and desire to work collaboratively with the whole school community including students, staff, and parents.
- Sensitivity and knowledge about the needs that arise for students in an international school setting
- A high degree of personal organization with excellent written English, technical and communication skills (some knowledge of German language would be an advantage but is not essential)
- Committed to inclusion and working in a multicultural, multilingual environment