

Post title: **Head of Guidance Counselling with
special responsibility for Special Needs**

Line manager: **Dean of Student Affairs**

Overview:

The Head of Guidance Counselling provides content-based leadership and support in managing the needs of the Counselling Department. This includes leading teaching and learning in the department, professional development, overseeing the Counselling Department, involving in School-wide processes and responsibility for special needs.

Duties and responsibilities

I. Leading teaching and learning in the Counselling Department

- Be a positive role model, exemplifying a high standard of delivering the counselling curriculum in the classroom
- Lead the development and delivery of training and support for the counselling team
- Lead the development of and review the counselling curriculum, including planning and delivery of a creative and appropriate curriculum for all students, in line with MEB by-laws
- Ensure, through leading by example, the active involvement of students and counsellors in their own learning

II. Developing self and others

- Organise and support the induction of counsellors new to the school and those interns being trained within the school
- Support teachers new to the school so that they understand the role of counselling at Robert College, and the necessity to appropriately support their students when their students have special needs
- Participate as required in the selection and appointment of counselling personnel
- Be a positive role model for both counsellors and students in terms of being reflective and demonstrating a desire to improve and learn

III. Overseeing the Counselling Department

- Lead regular reviews of all counselling systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability, and evaluation
- Ensure a consistent approach to standards of professional behavior, attendance

and punctuality within the department

- Facilitate counsellors supporting teachers on individual students' cases
- Maintain and manage the counselling budget
- Organise parent meetings
- Represent the school at MEB meetings off site and provide the necessary information for the e- rehberlik platform.
- Coordinate weekly meetings, and bi-weekly supervision with an external psychological supervisor
- Maintain and regularly review counselling-related policies and protocols
- Substitute for short-term absence of colleagues

IV. Involvement in School-wide processes

- Review all serious incidents which impact student psychological health and make recommendations
- Chair the weekly Student Life meeting
- Be a proactive and effective member of the Department Heads Committee and Professional Development Funding Committee
- Lead counselling support at times of emergencies or crises
- Contribute to the Scholarship Committee's work
- Serve on the Child Protection Team
- Support all aspects of pastoral care, including social and emotional learning
- Support students' development within the RC Scholar student profile framework
- Coordinate regularly with the Level Deans, Head of Student Well-being, Advising Coordinator, Health Center and Child Protection Officer.
- Contribute to the effectiveness of the ŞÖK (Şube Öğretmenler Kurulu) meetings
- Lead the annual Anti-Bullying Week program
- Contribute to pastoral care school policies and projects

V. Responsibility for Special Needs

- Create and regularly review the school's Special Needs Policy
- Coordinate the provision for students with special needs
- Oversee the day-to-day operation of the school's Special Educational Needs (SEN) Policy
- Respond in a timely fashion to teacher requests for advice regarding their students
- Ensure that every student with special needs is monitored carefully and the student's progress regularly reviewed and recorded, that each student receives the extra care when needed
- Maintain a register for all students with special needs and the accommodations provided
- Keep records and complete all necessary documentation required by MEB and RAM
- Provide training for all teachers in SEN provision, including liason with external professional agencies
- Work closely with teachers and their Department Heads to develop appropriate

- curriculum and school-based assessments
- Advise parents of SEN students about their options for supporting their child,.
- Maintain a high level of knowledge regarding SEN issues
- Guide parents of SEN students regarding appropriate resources

VI. Other

- Promote the positive involvement of parents in school life
- Organise and conduct meetings where appropriate with parents to ensure positive outcomes for all parties
- Undertake any professional duties, reasonably delegated by the Head of School

Candidates should have:

- B.A. degree in Guidance and Counseling (those holding MA degree will be preferred)
- A minimum of 5 years' experience, preferably at a high school
- Knowledge of and competency in the principles & philosophy of guidance and counseling
- Proficiency in spoken and written English
- Have competency in effective communication and interpersonal skills, time management, problem solving, organization & planning; strong in team work and have distinguishing leadership skills

Applications for the above post are welcome until the closing deadline of **April 30, 2023**.

Application for this role should be made to rchr@robcol.k12.tr by:

- a formal letter of interest and a vision statement

Your letter should explore your background and experience, linking them directly to the role as described in the job description and how you would deliver it.

- a curriculum vitae