

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

**Line manager: Dean of Student Affairs**

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### **Duties and responsibilities**

#### **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

#### **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 RC, and the necessity to appropriately support their students when they 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

#### **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 behaviour, attendance and punctuality within the department
- Facilitate counsellors supporting teachers on individual students' cases
- Maintain and manage the counselling budget
- Organise parent meetings
- Attend MEB-mandated meetings off site
- Coordinates weekly meetings, and bi-weekly supervision with an external psychological supervisor
- Support all counsellors with one-on-one meetings every semester to review professional needs and to follow up professional goals.
- Maintains and regularly reviews counselling-related documentation, e.g., the Individual Crisis Management Protocols
- Substitute for absent colleagues
- Manage collaborations with external trainers and institutions (e.g., TAPV, FCD, Mor Çatı)
- Coordinate relevant psychological screening surveys (PASS, FCD Surveys etc.)

#### **Involvement in School-wide processes**

- Review all serious incidents which impact student psychological health and make recommendations on lessons to be learned.
- 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

- Liaise regularly with Level Deans, Health Center and Child Protection Officer.

#### **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 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 which is needed when it is needed
- Maintain a differentiated register for all students with special needs
- Keep records and complete all necessary documentation, e.g. requiring reports from teachers, completing documents regarding MEB diagnosis and IEP/BEP status
- Provide training for all teachers in SEN provision, including liaison 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
- Maintain a list of recommended outside professionals to support SEN students
- Emphasise to all members of the community that special needs do not always need to be diagnosed by an external body, and that they may be transitory

#### **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

Applications for the above post are welcome until the closing deadline of **Friday, April 5, 2024**.

- a formal letter of interest

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.

- the RC application form on the web for "Academic" positions.

***\*Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***