



Guidance Counsellor

1. POSITION OBJECTIVE

To provide advice to students on educational issues, career planning, personal development and individual and group counselling services to students, parents and teachers in respect of student matters.

2. KEY ACCOUNTABILITIES

- ❖ Provides individual and/or group counselling and makes referrals as required.
- ❖ Facilitates classes and/or sessions in the area of personal development such as study skills, relationship and interpersonal skills, time management, self-esteem and mindset.
- ❖ Coordinates the world of work programmes.
- ❖ Consults with the social worker, other school counsellors, teachers, parents, and other professionals regarding student issues, programs and referrals.
- ❖ Organises workshops and training sessions that addresses educational, career/vocational and personal/social issues.
- ❖ Provides reports to the Principal in respect of counsellor duties.
- ❖ Provides information services to students, teachers, parents and staff; such as, professional development sessions and tertiary/ career information services.
- ❖ Participates in student orientation programs by addressing students and parents on topics of interest and/concern.
- ❖ Consults with educational institutions and school personnel to complete recommendations for students to tertiary level institutions
- ❖ Supervises the Heroes Youth Development and the Inter School Christian Fellowship clubs
- ❖ Maintains linkages with other educational and training institutions for their input and support with career guidance activities such as career fairs, World of Work programme as well as for advising students on tertiary level entry requirements.
- ❖ Facilitates the completion of the Career Keys Inventory at Form 3 level to guide students in the Subject selection process.
- ❖ Co-facilitates the Primary to Secondary school Transition program for Form 1 students
- ❖ Provides crisis counselling to students/teachers
- ❖ Provides conflict mediation services to students who get into conflict with their peers
- ❖ Liaison staff for Heroes Foundation Youth Development Programme

3. THE CANDIDATE

Essential Qualifications and Attributes

- ❖ Bachelor's Degree in Counselling or related discipline
- ❖ Master's Degree in counselling or a related field such as educational psychology, Developmental Psychology or Social Work would be an asset.
- ❖ Proficient in the use of MS 365 Office Suite – Word, Excel, Outlook, PowerPoint, MS Teams
- ❖ Teaching in a secondary school environment
- ❖ At least 3-5 years proven experience in Counselling and/or in an educational environment
- ❖ Knowledge of The Children's Act
- ❖ Mediation skills
- ❖ Conflict resolution skills
- ❖ Report writing skills
- ❖ Strong organization and time management skills
- ❖ Ability to demonstrate a high level of confidentiality
- ❖ Ability to develop and maintain productive work relationships with all stakeholders
- ❖ Excellent oral and written communication skills

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to
hr@batce.edu.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 27, 2024

We thank all applicants for their interest but wish to advise that unsuitable applications will not be acknowledged.