

Counsellor & School Nurse
Job Description

| The Role | |
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| Location | MNS-D |
| Department | MNS-D |
| Reports To | Principal |
| Work Type | Full-time |
| Working Hours | 7:30 AM to 3:10 PM Sunday to Thursday, and as required to fulfil the requirements of the job |
| Contract Duration | One year |
| Probation Period | Three months |
| Essential Attributes | Communication Skills, emotional stability, interpersonal skills, and problems-solver Able to establish excellent communication with people of all ages and different cultures Excellent attention to detail Prioritises effectively Saudi National |
| Desirable Attributes | Aware of own biases Understands and values cultural differences Communicates across customs and language barriers Exhibits intellectual curiosity Searches for relevant information, evaluate, ranks and synthesizes the best evidence Integrates scientific evidence with practice experience to improve processes and outcomes Applies critical thought, experiences, and best evidence to each unique situation |
| Last Revised | 09/02/2020 |

Post Purpose

The MNS-D Nurse is responsible for providing a comprehensive school counselling program that is preventative in design, developmental in implementation, and supports MNS-D students in the areas of academic achievement, career and college planning, and personal and social development. The incumbent also serves as a consultant to educators, families and community partners. Incumbent reports to the Principal, while receiving technical assistance, guidance and instruction while working in coordination with the Head of Pupils Support



Services. Additionally, the incumbent works closely with the staff and personnel from other local schools, any medical and family agencies as well as parents.

Responsible for

Students, Teachers, TA, and all staff

Liaise with

Principal, IEC Consultants, School Leader, teaching staff, students, parents and prospective parents.

Quality Assurance

To contribute to the process of monitoring and management of office processes in line with agreed school procedures, including evaluation against quality standards and performance criteria.

To seek/implement modification and improvement where required.

School Ethos

To play a full part in the life of the school community, including school events, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

Support the school in meeting its legal requirements.
Actively promote the school's values.

Health & Safety

To comply with the school Health & Safety policy and undertake and support risk assessments as appropriate.

Essential Duties and Responsibilities

The MSN-D Nurse is responsible for developing, implementing and managing a comprehensive school counselling program to serve the academic, social and career development needs of students enrolled in MNS-D. The primary purpose of the comprehensive school counselling program is the support of the instructional and academic goals of MSN-D.

1.0 Development and Management

- 1.1 Uses data to develop and inform the school counselling program and evaluates the program's impact on the school's instructional goals.
- 1.2 Collaborates on the development and management of the comprehensive school counselling program with the Principal and Head of Pupil Support Services.
- 1.3 Communicates and shares the goals of the comprehensive school counselling program to stakeholders including students, families and community partners.
- 1.4 Develops and maintains a written plan for effective delivery of the school counselling programs based on the MNS-D annual student achievement goals.
- 1.5 Uses the majority of the time (80%) to provide direct services to students through preventive and responsive services, including individual student planning, and uses



the remaining time in development and management, system support and accountability.

- 1.6 Implements and assesses the guidance curriculum.
- 1.7 Utilises responsive counselling, initiating individual and group sessions for students' academic, social and personal concerns.
- 1.8 Consults with families and staff to appraise student needs and interests and to discuss appropriate recommendations for educational options.
- 1.9 Plans coordinates and provides the classroom guidance sessions to meet the identified guidance and counselling competencies in the areas of academic achievement, career and educational development, and personal and social development to assist students in developing decision-making skills and identifying life goals.
- 1.10 Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies and alternative programs.
- 1.11 Intervenes during crises and participates on the school crisis team.

2.0 Individual Student Planning

- 2.1 Prepares students for the transition to the next level: Yr4 boys and Yr6 girls transitioning
- 2.2 Plans and coordinates programs such as career fairs, test skills preparation, improved/perfect attendance celebrations and other extensions of the counselling program to support students' knowledge of career and future options.
- 2.3 Assist students in navigating their academic, workplace and community experiences, through the use of individual student planning which includes individual graduation portfolios, student interviews, and other planning tools.
- 2.4 Collaborates with parents/guardians and educators to assist students with educational and future school planning. Participates in school management teams in order to advocate for students' needs and provide guidance for school staff.
- 2.5 Set the duty rota and ensure it adhered to and amended. Set and support expectations to aid student engagement, developmental as well as social and interpersonal skills during these unstructured times.

3.0 System Support

- 3.1 Guides coordinates, and supports other school staff in implementing school-wide instructional programs.
- 3.2 Uses responsive counselling strategies to establish relationships and collaborate with educators, students, families, and community partners who reflect recognition of and respect for each individual. Promote an understanding and appreciation of diverse populations and cultures.
- 3.3 Assists families in obtaining services for their children through an appropriate referral and follow-up process.
- 3.4 Serves as liaison between the services and agencies and personnel from the various school systems.



- 3.5 Assists teachers and school support staff in understanding their students, including providing and interpreting student data.
- 3.6 Provides in-service training on topics related to the school counselling program and supporting student achievement

4.0 Accountability

- 4.1 Conducts at minimum a yearly program audit to review the extent and quality of program implementation.
- 4.2 Prepares and submits a variety of requested reports and data to ensure the fulfilment of established program requirements.
- 4.3 Uses all available data, including academic grades, discipline referrals, and attendance data, to identify students in need and to deliver services.
- 4.4 Interprets tests, student data and another assessment result appropriately within the counselling environment to develop and implement academic plans for individual students.

Nurse//MOE

- MOE records and demands
- Parent letters re medical and health issues
- Record keeping and monitoring
- Purchasing and auditing school needs re H&S

Undertake any other reasonable requests as made by the Principal to contribute to the continued smooth running of the Multinational School-Dhahran.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, maybe changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. While every effort has been made to explain the primary duties and responsibilities of the post, each task undertaken may not be identified.

Signed: _____
(Employee)

Date: _____

Signed: _____
(Principal)

Date: _____