



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



杭州市萧山区惠立学校  
HUILI SCHOOL HANGZHOU



## JOB DESCRIPTION(Counsellor) HUILI SCHOOL HANGZHOU





## ABOUT US

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

# OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Huili School, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

# BASIC INFORMATION

## JOB TITLE

Counsellor

## DEPARTMENT

Pastoral

## SUPERVISOR

Head of Pastoral Care

## OBJECTIVE

Huili School Hangzhou is seeking an experienced counsellor to ensure proper identification and provision of pupil's mental health needs. The counsellor will work closely with the Head of Pastoral to ensure high quality education and improved standards of learning, achievement and efficiency for all pupils, based on the Wellington College philosophy and ethos. He/She must demonstrate an understanding of the wider curriculum and administration needs of education and support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive.

## MAIN PURPOSE

To contribute to the work of the school's pastoral and student support teams by providing expert counselling and support to individual students and groups of students to help them to overcome emotional, personal and social barriers to learning and well-being.

## KEY RESPONSIBILITIES:

Provide counselling support for students by:

- In collaboration with the pastoral leaders to evaluate the needs of referred students and determining the correct level of support that is required for each one;
- Managing a caseload of students who require confidential one to one counselling or therapeutic group work, ensuring that support is provided in a timely and time- bonded manner;
- Identifying next steps for students for whom the school has worked and who require further support.
- Maintaining accurate and detailed records of work undertaken with each student;
- Building positive relationships with the parents of students who are receiving support;
- To be a visible and known member of the staff community to students across the school such that they are aware of the support available.

Support the work of pastoral teams by:

- Developing schemes of learning for identified students to support positive mental health, well-being and barriers to learning;
- Proactively support the pastoral program through the delivery of assemblies that address issues related to well-being, emotional resilience and self-confidence, among other agreed topics;
- Being a source of informal support and provide formalised training for teaching and support staff that are providing support to students;
- Contributing to the pastoral daily operations by ensuring that all students that visit the team are dealt with professionally and are able to return to lessons, if appropriate, following an evaluation of their needs;
- Any other actions that are deemed necessary by the Head of Pastoral in order to develop the counselling department and provision at Wellington College Hangzhou.

#### Professionalism

- Proactively and accurately reporting safeguarding concerns;
- Maintaining an expertise in issues such as mental health, well-being and counselling strategies in order to be able to provide expert support to the students;
- Maintaining confidentiality, except in those circumstances outlined by the safeguarding policy;
- Maintaining high standards of professional practice, complying at all times with counselling regulatory body guidelines and pastoral team expectations.
- Attending supervision, training courses and team meetings as required.

#### Welfare and Discipline Matters

To handle sensitively and in line with pastoral team guidelines and expectations and the safeguarding policy the support of students with social, emotional, behavioural, and mental health needs.

#### Leadership in Action

- Proactively participate in the well-being program across the whole school in close collaboration with key stakeholders.

#### Professional Development

- Seek out opportunities for professional development to support the role.
- Actively engage in CPD opportunities within the school/family of schools.

#### Collegiality

- Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes regarding students that are/may require counselling input.
- Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Wellington College Hangzhou.

#### Safeguarding

- Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.
- Ensure the ongoing health & security for all Wellington College Hangzhou stakeholders

## PERSONAL CHARACTERISTICS AND QUALIFICATIONS

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	Essential	Desirable
Behaviour	<ul style="list-style-type: none"> <li>• A clear and demonstrable grasp of theoretical bases underpinning the process of counselling</li> <li>• The ability to show how the above informs the applicant's approaches to counselling across the spectrum of human development</li> <li>• A thorough knowledge of child protection and safeguarding in china</li> <li>• Familiarity with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Objectivity</li> <li>• Patient</li> <li>• Non- judgemental</li> <li>• Safe Presence</li> <li>• Cooperative</li> <li>• Inviting</li> <li>• Bilingual</li> <li>• Proven ability to remain calm under pressure</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Systematic record keeping</li> <li>• To maintain a client centred approach, be approachable</li> <li>• Enthusiasm for working with children and young people</li> <li>• A mature and non- judgemental outlook</li> <li>• Possess an understanding of the key issues impacting on young people's lives today</li> <li>• Ability to liaise as necessary with other agencies and individuals to help effect positive change based on the issues raised by clients</li> </ul>	<ul style="list-style-type: none"> <li>• Highly developed counselling skills through education and experience</li> <li>• Problem Solver</li> <li>• Excellent communication and listening skills</li> <li>• Child Protection and Safeguarding certification</li> <li>• Patience, tolerance and sensitivity</li> <li>• Native or Near Native Chinese Speaker and Native or Near Native English Speaker</li> <li>• Understanding of Child Development</li> <li>• Culturally Sensitive</li> <li>• Critical Thinking Skills</li> <li>• Be committed to the concept of inclusive education and high expectations and achievements for all pupils</li> <li>• Able to work well under pressure, exercise thoughtful judgement and display sensitivity</li> </ul>

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Worked in a school environment</li> <li>• Possess relevant experience in a helping profession, either paid or voluntary</li> <li>• Experience of working and liaising with other agencies and with a diversity of client groups</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in private practice</li> <li>• Or worked in public practice</li> <li>• Worked with children</li> <li>• An enhanced Police disclosure</li> <li>• Experience of organising workshops and providing training to others</li> </ul>
Qualifications	Bachelor Degree in Counselling, Social Work, Human Services. Play Therapy or relevant degree or certification in a counselling field.	Master's Degree in Counselling, Social Work, Human Services. Play Therapy or relevant degree or certification in a counselling field.
Language	Fluent in English and Mandarin	

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellingtoncollege.cn](mailto:jobs.hangzhou@wellingtoncollege.cn). Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.