



# Woodstock School

## JOB DESCRIPTION

### Personal Counsellor/Counselling Psychologist

**JOB TITLE:** Personal Counsellor/Counselling Psychologist

**REPORTS TO:** Head of Personal Counselling

#### **PURPOSE OF THE JOB:**

The Personal Counsellor/Counselling Psychologist is pivotal in providing socio-emotional support and guidance to students, enhancing their academic, social, and personal development. This role involves attentively listening to the concerns of both students and the staff community and offering effective strategies for coping with these issues. The counsellor is crucial in facilitating restorative justice circles and non-violent communication, and in mediating relationships among students, parents, and educators to foster a harmonious educational environment.

At the core of this position is the support and encouragement of students' holistic well-being, helping them adjust to boarding school life and promoting their intellectual, emotional, spiritual, and social well-being.

In both pastoral and professional ways, exemplify [Our Calling](#) by teaching in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#).

#### **DUTIES AND RESPONSIBILITIES:**

- Provide counselling for referred or self-referred students.
- Teach Woodstock's Socio-Emotional Curriculum/PSHE curriculum for Grades K-12 as needed, in collaboration with the PSHE coordinator.
- Communicate effectively with students from all age groups.
- Facilitate group discussions and conflict resolution meetings on topics related to student emotional well-being (e.g., bullying, relationships, age-appropriate sexual education) and assist staff as required.
- Respond promptly to student needs, including walk-in hours, referrals, and crisis situations.
- In a supportive, non-disciplinary role, contribute to academic and/or behavioural student monitoring meetings/student-of-concern meetings.
- Adhere to 'Confidentiality' guidelines, communicating with faculty and residence staff on a case-by-case basis after consulting with Supervisors.
- Accompany students to psychiatrist visits at LCH/Dehradun when family is unavailable.
- Maintain confidential records of individual caseloads.
- Open communication with the head of counselling and collaborative teamwork within the department.
- Conduct informal drug abuse assessments and provide recommendations, including running groups to help prevent and support students in overcoming vaping, alcoholism, or drug abuse.
- Facilitate counselling in disciplinary and or behavioural issues.
- Serve as staff advisor to student drug-awareness activities.
- Provide social and emotional assessments to identify student needs and develop intervention or prevention programs.
- Provide consultation and in-service training for faculty and residence staff.
- Respect the school's inclusivity, diversity, and multicultural environment, and respect the diverse student body from various religious beliefs without undermining the Christian ethos of the school.
- Accept and support Woodstock School's inclusive Religious Life Policy.
- Participate in additional duties such as chaperoning social events and Activity Week Trips (once a year).



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- Actively contribute to the Wellbeing Ambassadors team's training, collaboration, and guidance.
- Support the Principal, Vice Principal, Director of Student Life, coordinators, and parents with information and resources as needed.
- Conduct comprehensive risk assessments for self-harm and suicidal ideations and initiate safety protocols in coordination with the Head of Counselling.
- Organise and contribute to all school mental health awareness programs.
- Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements.
- Attend relevant school, department, and section meetings as required.
- Perform other duties as requested by the Supervisor.
- Commitment to ongoing professional development to stay updated with the latest counselling techniques and educational methodologies.
- Ability to develop and implement effective counselling programs and interventions tailored to the needs of the school and its students.
- Must be able to work some evenings and weekends regularly and participate in a structured rotational evening duty system (shared across the counsellors) to provide support in dorm settings. Given the nature of the role, counsellors should maintain flexibility with scheduling based on supervisory discretion, crisis situation and student support needs. Scheduling adjustments will be made to ensure balance on days with evening duty.

## **Non-Counselling Activities:**

- Chaperone social events.
- Organize and run at least one passage activity.
- Serve as an advisor or co-advisor for students.
- Represent the school and participate as a member of both internal and external committees and organizations as required.
- Chaperone or lead field trips during Activity Week or Outdoor Education weekends.

## **Qualifications Required:**

### **Educational Background:**

- Master's degree in Counselling Psychology, Clinical Psychology, or School Counselling.
- Licensure and Certification:
  - Professional licensure or certification in school counselling or psychology.
  - Additional certifications in specific counselling methodologies or special education can be beneficial.

### **Experience:**

- Minimum of 2 years of counselling experience in a school setting.
- Experience in an international or culturally diverse school environment is highly desirable.
- Cross-Cultural Competency: Skills in working with a diverse student body, including students from various cultural, linguistic, and socio-economic backgrounds.
- Language Skills: Proficiency in English is mandatory.
- Proficiency in another language prevalent in the school's location or among the student population is advantageous.
- Familiarity with International Curriculum.
- Legal and Ethical Knowledge: Understanding of the legal and ethical considerations in counselling within an international context, including data protection and child protection laws applicable in the country of the school's location.



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## **SKILLS:**

### **Communication Skills:**

- Outstanding verbal and written communication skills, crucial for listening to and effectively responding to students and staff.

### **Interpersonal Skills:**

- High level of friendliness, demonstrating warmth and openness to foster a trusting environment.
- Deep understanding of diversity to effectively address and respect the varied backgrounds of the student body.
- Patience and compassion, are essential for dealing with student concerns and emotional upheavals.
- Emotional stability, to manage personal emotions and remain calm and effective under pressure.

### **Professional Skills:**

- A high degree of professional judgment is necessary for making decisions that affect the welfare of students.
- Strict adherence to confidentiality, understanding the importance of privacy in maintaining trust and integrity in the counsellor-student relationship.

### **Preferred Qualifications:**

- International School Experience.
- Youth Mental Health First Aid training certificate.
- Certifications in Cognitive Behavioural Therapy (CBT), Rational Emotive Behaviour Therapy (REBT), or other counselling-related fields.
- Knowledge of ManageBac or any similar learning management system.
- Additional certifications in areas such as trauma and addiction.
- A record of successful engagement with students in distance learning and hybrid learning contexts.
- Proficiency in art, music, or dance therapy.

## **HIRING PROCESS:**

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Zoom.

**JOINING DATE:** 1 July 2026

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