



# KITENGELA INTERNATIONAL SCHOOLS

"Excellence in Education"

## RE-ADVERTISEMENT FOR SCHOOL COUNSELLOR POSITION AT KITENGELA INTERNATIONAL SCHOOL

We are a leading group of schools offering both British International Curriculum and the Kenyan System of Education with branches in various counties. Due to our growth prospects and our strategic plan, we seek to fill the following key vacant position with high caliber, self-motivated; result oriented and experienced professionals to join our ecosystem.

**Job Title;** School Counsellor

**Department;** Counselling

### Job Summary

This position is responsible for providing professional and confidential counselling services to the KISC pupils/students. Alongside this the School Counsellor will provide staff with advice and support and play a significant role in the pastoral framework of KISC Group of Schools. He/she will work closely with the Heads of Schools.

### Duties and Responsibilities

- Collaboratively develop a Comprehensive School Counseling Policy with the Heads of Schools
- Develop and maintain a written plan for effective delivery of the school counseling program based on best practice approaches and in line with the school's ethos.
- To provide an independent and confidential counselling service to pupils and staff at Kitengela International School, through individual sessions, responding to their personal, social, emotional or educational concerns
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of pupils at KISC
- To maintain confidentiality (except in those circumstances, in line with Kitengela International' School practice, where this should be breached)
- Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
- Consult if there is the need to invite an external service provider for the whole school, or for pupils, or for members of staff or make referrals, where appropriate.

- To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action
- To play an active role in safeguarding children and adhere fully to the Kitengela International school policies, especially the Safeguarding and Child Protection policies.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling;
- To work with groups or classes of children where he/she is required and in consultation with the relevant members of staff
- To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.

### Qualifications

- At least 3-5 years of experience in institutional counselling , a school setting will be an added advantage
- Have professional training in Counselling , Degree in Counselling Psychology or a relevant certification
- Be a registered member of a counselor's professional body in Kenya
- Experience in counselling teens and young adults
- A great communicator –You are able to provide a clear and effective written and verbal communication

### Desired Competencies and Attributes

- A person with high level of integrity
- Excellent listening and interpersonal skills.
- The ability to develop a non-judgmental approach when dealing with issues.
- An understanding of confidentiality and professional boundaries.
- Good time management skills

### How to Apply

Are you qualified for this position and are interested in working with us? We would like to hear from you. Kindly send a copy of your updated resume and letter of application in PDF format. Clearly indicating the job title on the subject email to; [hrm@kisc.sc.ke](mailto:hrm@kisc.sc.ke) not later than 23<sup>rd</sup> February, 2023. Shortlisting will be done on a rolling basis.

Due to the large number of applications that we receive, kindly note that only shortlisted candidates will be contacted.

Kitengela International School is an equal opportunity employer and does **Not** ask for money from applicants under any circumstances during the recruitment process.