

Job Description

Job title/Position: Secondary School Comprehensive Counsellor

Division: Secondary School

Direct Supervisor: Secondary School Principal

Position Overview

The Secondary School Comprehensive Counsellor acts as an advocate for students and school programs throughout the secondary school. They support pathways to individual excellence through and beyond Hong Kong Academy, build and provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic and socioemotional development for all students. Important to this work is guidance and counseling to students and collaboration with their families as they develop individualized post-secondary educational and career-related plans.

Qualifications, Experience, and Mindset

The Secondary School Comprehensive Counsellor should have:

- Current counseling certification/qualifications
- A strong belief in, and commitment to, the school's mission and strategy
- A positive, collaborative attitude and approach
- A solid understanding of and desire to work with high school students
- A strong working knowledge of diverse post-secondary options including:
 - o The higher education and/or Commonwealth university systems for the UK, Canada, Europe and Australia
 - o USA university system
 - o Hong Kong and other Asian university systems
 - o Vocational opportunities
 - o Programmes for neurodivergent learners
- Appreciation of and experience with diverse cultures and cross-cultural contexts, preferably with international students and third culture kids;

Preferred Skills and Experience

- Ability to communicate effectively across cultures and constituent groups
- Knowledge of educational and college counseling software/programmes
- Positive attitude, excellent organizational, and interpersonal skills.

Responsibilities and Expectations

The Comprehensive Secondary School Counsellor works with students primarily from Grades 9-12. They develop preventative as well as responsive services as needs arise or are identified, and lead the post-secondary counselling programme. The Counsellor follows a shared and recognized counselling code of ethics.

Programme Development

- Discuss, plan and oversee a comprehensive school-counseling program in consultation with school leaders
- Serve on the Learner Enhancement Team, a multidisciplinary support team
- Maintain and monitor an effective referral mechanism
- Serve on the Crisis Response and Child Protection Teams
- Support students and families with transition upon high school graduation
- Provide upskilling and professional development for faculty as appropriate
- Maintain effective records within the counselling code of ethics

Post-Secondary services

- Support students in developing academic, career and personal/social skills, goals and plans through high school and beyond
- Collaborate with parents/guardians and educators to assist students with post-secondary planning
- Collaborate with the registrar and Secondary School leadership to ensure accurate student academic records
- Act as an ambassador for school programmes including the IB programmes, Global Citizen Diploma, New Metrics International Schools, and other school strategic initiatives with post-secondary institutions
- Collaborate with the Learner Support team to provide post-secondary guidance services to neurodivergent learners
- Provide career exploration and work placement opportunities for students
- Liaise with university representatives and organizations (e.g., CIS, IACAC) to provide opportunities for families to learn about post-secondary options
- Host University Fairs, career exploration days, and other outreach events

Preventative services

- Support the development of socioemotional learning (SEL) in the Secondary School through the Advisory and Wellbeing programmes
- Collaborate with the wellbeing teacher, assistant principals, principal, and Learner Support team
- Facilitate parent outreach events and communications (e.g., workshops, book clubs, website management)

Responsive services

- Provide confidential personal counselling for students as individuals and groups
- Work in partnership with parents, school leadership, and outside providers
- Refer students to relevant professionals when appropriate
- Provide staff counselling services as necessary

Contact: recruitment@hkacademy.edu.hk

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