



**ST. JOHN'S INTERNATIONAL SCHOOL
PRIMARY COUNSELOR (0.6FTE)**

LOCATION

Waterloo, Belgium

REPORTING LINE

Primary Principal

CONTRACT TYPE

Replacement contract for maternity cover
August 20th, 2018 – November 16th, 2018

SCHOOL PHASE

Primary (K-G5)

SALARY

SJIS internal scale

ADVERT CLOSING DATE

August 25th, 2018

SJIS BACKGROUND

Founded in 1964 by the *Faithful Companions of Jesus (FCJ)*, St. John's International School joined the Inspired group of schools in September 2016 (<http://inspirededu.co.uk>). St. John's International School is accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSACS), the most recent re-accreditation being in 2012.

- St. John's International School's basic tenant is to offer an international education through a 21st century skills-set and International Baccalaureate pedagogical approach which highlight critical thinking skills, creativity, collaboration and inquiry-based learning.
- Circa 600 students from 55 countries pursue a challenging academic curriculum that includes an emphasis on development in athletics and the arts, all within the context of the ethos and values that make St. John's unique.
- The highly educated, qualified and dedicated international teaching faculty makes the difference for the students at St. John's. Among more than 15 nationalities represented, 20% come from the UK, 23% from the US and 23% from Belgium. More than 50% of the faculty holds advanced degrees.
- St. John's International School is an International Baccalaureate (IB) World School and offers the PYP and Diploma programmes in addition to the American High School Diploma. We are currently in our first year of introducing the MYP programme into Grades 6, 7 and 8, with a view to becoming an IB Continuum School.
- In 2017, the graduating classes had a pass rate of 95.1% and an average of 34.8 points in the IB Diploma Programme.
- The School is a member of International Baccalaureate Organization (IBO), Council of International Schools (CIS), Educational Collaborative for International Schools (ECIS), Middle States Association for Schools and Colleges, International School Sports Tournament (ISSTs), International Schools Theatre Association (ISTA), and the Association of Music in International Schools (AMIS).
- Campus facilities, academic programmes and extracurricular activities cover a wide-variety of options for students of all ages. St. John's has a strong Service Programme running throughout the entire school.
- English is the language of instruction throughout the school. French is taught in all grades from kindergarten at foreign language and native speakers levels. Spanish, German and Dutch are offered as world languages from Grade 8 onwards. A dual language programme in English and French is offered as an option, currently operating from grades Pre-K through Grade 5. Self-taught mother tongue languages are also offered in Grades 11 and 12.
- St. John's International School has a very strong student support programme available throughout the school.
- St. John's utilizes the Moodle data system and management software (MHS), Studywiz for Primary, Net classroom. The school is the process of moving onto the Managebac platform.
- Nearly 100% of High School graduates go on to university and attend prestigious institutions around the world.
- St. John's has rolling admissions.





Please consult our website www.stjohns.be to gain a more detailed sense of the St. John's community.

THE INSPIRED GROUP OF SCHOOLS

Inspired is a premium schools group that owns 28 schools on 4 continents, Europe, Africa, Australia and Latin America and educates over 20,000 students.

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 1 to 18.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Inspired was founded by Nadim M Nsouli (www.inspirededu.co.uk) and has grown by acquisitions and greenfield development of new schools. Inspired has offices in London, Johannesburg, Sydney and Bogota.

Duties of the Primary Counselor include:

In support of the IBO PYP Standards and Practices and the St. John's Guiding Statements, the Primary School Counselor is expected to:

- Assist with the coordination of Orientation days for new students in August
- Conduct observations and giving summaries and feedback of these observation to those concerned as requested by the Principal
- Interpret cognitive and psychological testing results
- Provide welcome sessions for new students and farewell sessions (with the hand-print ceremony)
- Supply information for families describing possible effects of moving from one country to another
- Conduct class activities designed to incorporate personal and social curriculum with the PYP philosophy
- Attend Raising Attainment Plan (RAP) meetings
- Assist with the class placement of students for the school year ahead
- Provide individual counselling using diverse therapeutic techniques
- Contribute at 'Roundtable' parent meetings
- Conduct coffee mornings as assigned by the Principal or the PYP Coordinator
- Assist, together with the Middle School Counselor and the Grade 5 teachers, the elementary-to-middle school transition of students
- Coordinate peer group sessions of students with social skill difficulties
- Maintain regular contact with staff and parents concerning a student, as well as close partnership with the school Nurse, the Principal and the Support Services Team
- Responsible for information-gathering through feedback from staff concerning students
- Supply outside professional resources for parents, staff and students
- Serve as a resource to teachers and parents with regards to methods best employed with students who have been diagnosed with ADD & ADHD behaviours within the autistic spectrum, behavioural or academic difficulties, etc.
- Supply parents and teachers with an up-to-date counselor library and bulletin board that includes information on divorce, grief, sibling rivalry, third culture families, dealing with cancer, etc.
- Plan Assemblies to reinforce the Learner Profile attributes and Code of Conduct at St. John's
- Execute any other related responsibilities that are delegated by the Primary School Principal





The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Requirements of the role:

Essential Qualifications and Strengths:

- Expectation of at least Five Years Counselling experience.
- Bachelor of Psychology or equivalent.
- Bilingual fluency in English and French.
- Creative and energetic.
- Demonstrated contributions to a positive school environment.

Preferred Experience and qualities:

- Successful student leadership experience.
- Proven ability to work with other teachers and administration.
- Successful experience in international schools.

Additional Strengths:

- Proof of commitment to involvement in school beyond the regular school day.
- Ability and experience to contribute to and enhance SJIS's image in the local community, as well as the greater community of international schools.

Desired Personal Characteristics:

- Demonstrates strong interpersonal skills.
- Demonstrates excellent communication skills.
- Demonstrates educational leadership; and is a role model to faculty and staff.
- Demonstrates the ability to develop a collegial, collaborative and positive atmosphere amongst the faculty.
- Is a life-long learner.
- Is flexible and has a sense of humor.
- Commitment to putting in additional hours as needed.

Safeguarding:

St John's is committed to safeguarding and promoting the welfare of children and young people and, as an employee of St John's, you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within St John's and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

As part of our hiring procedures, we conduct due diligence on employees and thoroughly check references and employment history.



Terms and conditions

- Date of commencement in the position: August 20th, 2018.
- CV, letter of application (which shows how your experience relates to the categories within the job description and which is no more than two pages in length) and names of three referees to be sent to the school HR Manager, Anne Marchi, at recruitment@stjohns.be by July 25th, 2018.

