



Keystone Academy Job Description and Person Specification

Position:	Social Emotional Counselor
Section:	Whole School
Reports to:	Director, Center for Student Development
Qualifications:	Master's degree or above
Position Type:	Full-time Teaching

JOB DESCRIPTION

Role Description / Working Relationships

The School Counselor will work closely with the Division Heads, Dean of Students, Dean of Residential Life and other members of the school's Center for Student Development. They must understand fully and support enthusiastically the stated mission and purpose of the Academy. They are expected to model behavior and attitudes that build community, courtesy, and compassion in our boarding and day student program. High standards of ethical behavior, integrity, leadership and professional acumen are essential. Positive enjoyment of the job and a lively sense of humor will be esteemed.

The Secondary School Counselor promotes a safe and equitable school environment and strives to safeguard the rights and dignity of every community member. They will implement a social-emotional learning counseling program that focuses on student development, addressing social, emotional, and behavioral issues for all students.

Specific responsibilities will include, but not be limited to, the following:

- Providing direct individual and group counseling services to students (both boarding and day) with identified concerns and needs;
- Providing consultation services to students, parents, school staff and the community at large;
- Providing responsive services to meet the immediate needs and concerns of students and the school community. These services may include individual or small group counseling, mediation, negotiation or crisis response and management;
- Implementing developmentally appropriate and prevention-oriented activities to meet student needs that align with the mission of the Academy;



- Consulting with families to locate additional support services in the community at large. These services may include consultation and coordination with parents, teachers and other community organizations;
- Promoting the goals of the comprehensive school counseling program to the school community;
- Leading the school community through culturally relevant sensitivity and intervention programs, such as diversity and conflict resolution training;
- Participating fully as a member of the Centre for Student Development
- Living on campus and participating enthusiastically in the boarding life of the school, doing regular residential duties as well as attending to the counseling needs of students (and consultation needs of the school) in “off” hours of evenings and weekends.

The School Counselor’s performance will be evaluated against basic standards of counseling practice and the implementation of a comprehensive school counseling program. In order to demonstrate the effectiveness of the school counseling program, the school counselor will use data to show the impact that counseling has had on student participation, behavior, and achievement.

PERSON SPECIFICATION

Essential:

- Advanced Degree required, such as a Master’s degree in school counseling, psychology or a related field and associated licensure.
- 5+ years of school experience,
- Ability to collaboratively plan with administrators and teachers;
- Ability to plan and structure individualized programs to meet the learning needs of each student.

Desirable:

- Bilingual in English and Chinese preferred.
- Ability to conduct psychometric and standardized assessments.
- Prior experience teaching or implementing a Social-Emotional Learning (SEL) curriculum.
- Experience designing and delivering professional trainings or workshops.
- A proactive, can-do attitude with initiative to build and manage a counseling caseload.



KEYSTONE ACADEMY

- Confidence and competence in supporting students during outdoor education or experiential learning programs.
- Flexibility and adaptability when working within a dynamic school and boarding-life environment.
- Familiarity with conducting risk assessments for student activities and safeguarding concerns.
- Demonstrated professional initiative in developing, managing, and maintaining an appropriate counseling caseload with a solutions-oriented and proactive approach.
- Experience in drafting, monitoring, and updating Individualized Education Plans (IEPs), student learning passports, and Learning Support Plans, including maintaining accurate documentation and tracking student progress over time.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.