



## Role Job Description

### **CTIS Mission Statement**

At CTIS we want our students to be safe, happy and always doing their best. We therefore encourage our students to take responsibility for their actions, especially their learning and relationships with others and the environment. We do this by linking learning to relevant and meaningful real life situations, and encourage our students to think critically, but also respect and work with different ideas from people who come from various cultural backgrounds. This enables our students to take risks in their learning, and through inquiry, collaboration and reflection they develop the necessary knowledge, understanding and skills to explore their interests and achieve personal goals.

### **Vision for Teaching and Learning at CTIS**

CTIS educators know and understand the needs, interests and talents of every learner we teach, and this informs everything we do from the design of our curriculum to the organization of events and excursions. Our school is a positive, supportive and productive place to learn where all participants develop key 21st century skills. Students use their skills, language and cultural understanding to examine and address real world issues through inquiry, collaboration and problem solving.

**Purpose of the Role:** The Social and Emotional Counselor works to ensure student wellbeing by providing short and long term support to students experiencing anxiety or distress, learning difficulties, family crisis, trauma, etc. The Counselor also provides generation-level lesson plans on both SEL and wellbeing topics, and small group counseling and intervention for a particular student needs. The Social and Emotional Counselor reports to the Head of School.

### Qualifications and experience:

- Teaching qualifications and Bachelor's degree and/or post-graduates degrees.
- Experience in IB programmes programs.
- Experience of teaching students with English as an Additional Language.
- Ability to teach PYP and/or MYP subjects.
- Teaching experience within an elementary and/or primary school setting
- Fully bilingual in Japanese and English
- Counseling qualifications

**Role time requirement and salary:**

- Remuneration: ¥ 5,000,000 (F/T).
- Health insurance.
- Pension.
- Professional development opportunities.

**Responsibilities of the Role:**

- Support each student's academic, socio-emotional, and personal growth and development.
- Work directly with students on an individual and small-group basis according to student needs.
- Deliver student classes on a variety of topics for the purpose of helping students academically, socially and emotional reach for success in school.
- Create intervention plans for students requiring sustained social/emotional support.
- Together with the Head of School, organize and facilitate awareness and spirit days throughout the year.
- Create students' cumulative files related to SEL, counseling, etc.
- Track cases for counseling records
- Support teachers in meeting the educational needs of all students and support CTIS vision, mission, strategic plan, and school goals.
- Communicate information, gain feedback and ensure adherence to established internal controls.
- Support teachers in finding the most appropriate support for students
- Communicate with teachers, parents and administrators on an ongoing basis about behavioral and academic concerns
- Participate in staff meetings and department meeting
- Perform other duties and responsibilities as determined by the Head of School.
- Work with the Child Protection Team and Crisis Intervention Teams to ensure safety of all students.
- Abide by and support CTIS school policies, procedures and administrative decisions
- Other responsibilities as assigned by the Head of School.