



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	School Counsellor	DEPARTMENT	Academic
REPORTS TO	Head of Department and Head of School		

Wellington college international Pune (WCI Pune) formally opened in September 2023. Situated in a prime location in the city of Pune, with excellent transportation links, we provide an innovative learning environment for a first-class educational experience for pupils aged 2-18. Our world-class facilities allow us to offer the very highest academic and pastoral standards, in tandem with outstanding sporting and cultural opportunities. We follow an inspiring curriculum for early years and juniors and employ the English national curriculum for years 7 to 9, introduced the IGCSE curriculum for our year 10 pupils and we offer the IBDP for our new year 12 programme.

Role Summary -

The candidate will develop and implement a counselling program to assist students in their personal, social, and academic development. The School Counsellor's responsibilities include conducting assessments to evaluate students' abilities, and ensuring students have all the tools to become productive and well-adjusted adults.

Main Task and Responsibilities:

Key Responsibilities

- To assist all students, individually or in groups, on issues such as academic concerns, anxiety, depression, relationship and family issues. Also working with them on short-term crisis situations such as bullying, friendship issues and conflict resolution.
- Providing students with support and guidance on how to deal with problems.
- Mediating and improving relationships between students, parents, and teachers.
- Conducting assessments to determine students' strengths, weaknesses, interests,



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

and aptitudes.

- Working with students to develop and improve their skill set.
- Work closely with parents to enhance academic skills, learning aptitudes, social skills, self-help skills, personality and emotional development of their children.
- Assisting in developing whole school and classroom programs focusing on behaviour modification.
- Implementing programs to combat substance abuse.
- Refer students to other support services and mental health professionals as needed.
- Record maintenance of the sessions conducted, number of sessions conducted and analyzing the change in behavior of the audience that come in for counselling
- To conduct workshop with teachers to train them with skills to help students or self-help tips

Skills and Personal Qualities

- Excellent written and verbal communication skills in English.
- Strong organisational and time management skills with the ability to multitask.
- High level of discretion and confidentiality.
- Proficiency in Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint).
- Strong interpersonal skills and ability to build effective working relationships.
- Ability to work independently and under pressure.
- Detail-oriented, proactive, and solution-focused approach.

Essential Experience / Qualifications Required

- Master's degree in psychology/counselling.
- Certificate course in Counselling
- 2+ years of experience as a School Counselor.
- Working knowledge of counseling models, methods, and resources.
- Ability to identify and respond to students' needs

Skills and Personal Qualities

- Excellent listening and problem-solving skills.
- Must be patient and compassionate.
- Excellent knowledge of MS office
- High level of integrity.

Essential Values, Behaviours and Attitudes:

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done



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PUNE

well in time.

- Should be well organized, process driven and a team player.
- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.

Values and Attitudes

- Demonstrates integrity, professionalism, and accountability.

Embodies the core values of Wellington College: **courage, integrity, kindness, respect, and responsibility**

**APPLICATION
PROCESS**

- For further enquiries, please contact the Human Resource Department on careers@wellingtoncollege.in