



Job Title: School Counsellor
Location: Lallubhai Compound, Govandi, Mumbai
Employment Type: Part-time
Application Deadline: 15th March 2019

BACKGROUND

Apni Shala Foundation is a young and vibrant organization having its roots in the Tata Institute of Social Sciences. It was started by three TISS alumni in 2013. The organization has been working towards providing the best experiential learning platforms to children with the aim to develop social and emotional skills. Apni Shala's vision is to equip all children with the attitudes and skills they need to bring about positive change in themselves and society.

After its fourth year of operations Apni Shala has launched its own school- Khoj Community School. The school integrates the objective of social emotional learning into the curriculum and thus realize the vision of Apni Shala through a whole-school approach. The three foundational pillars of the school are concept based curriculum, community development and multicultural education. Additionally the school's focus is on developing social-emotional learning competencies. For its first batch of students currently between the age of 4 and 5 years of age, Khoj is looking for a committed and passionate counselling psychologist in the role of a School Counsellor.

JOB PURPOSE

The Khoj counsellor will work along with teachers and the social worker to plan, design, and implement SEL for all Khoj students. The counsellor will be responsible for observing students in class and recommending strategies for the teachers to implement for behaviour management, and also for individual or group attention to students who require differentiated support. The teachers and social worker will work with the counsellor to provide support to students in or outside classroom time. This may require attending caregiver meetings or facilitating specific session with children, teachers or caregivers. Based on competency and interest, the counsellor also gains learning and development opportunities by participating in any other Apni Shala programs.

RESPONSIBILITIES

Students:

- Collaborate with teachers and management to develop a school counseling program that focuses on SEL
- Observation and identification of student's concerns - social and emotional problems

- Conduct one to one or group counseling sessions with students to work on their social-emotional problems
- Working with students experiencing developmentally atypical
- Coaching teachers to work with students having differential needs
- Conduct personal safety awareness programs with students
- Refer students to external professionals if required

Caregivers:

- Conducting teacher and parent awareness programs as per the needs of the school; attending caregiver meetings;formulating parentings sessions with the Social Worker
- Collaborate and consult with parents, teachers, community organisations and other stakeholders

Teachers :

- Developing Social - emotional learning curriculum for all grades with teachers
- Leading meetings with school teachers for gaining information about observed behavior and a case discussion for brainstorming behavior management strategies in the classroom

Assessment

- Continually monitor and evaluate children's performance, behavior, social development, and mental health in coordination with the social worker
- Record and document progress on SEL competencies of individual children to be presented in caregiver meetings

Team meetings and management

- Attend all meetings with the school team and organizational level meetings
- Collaborate with co-teacher, social worker, and helper in the planning of any special events for the school

Administrative responsibilities

- Track and record all inventory with assistance from the helper and admin team at Apni Shala
- Ensure that space and resources in the class are used and maintained effectively

Learning and development

- Participate in performance review and appraisal processes for the team and self
- Attend trainings/capacity building workshops, conferences, seminars to improve and maintain competence on relevant skills and knowledge

REQUIREMENTS

Knowledge, Skills and Attitudes

- Sensitivity towards the needs of students
- Ability to work with the age pre-primary-primary age group
- Ability to respond effectively to the needs of a diverse student pool
- Working knowledge of various counseling models, practices and resources
- Engaging interpersonal skills and excellent communication skills
- Ability to collect and analyse data
- Sound judgement and emotional intelligence
- Good reading, writing and speaking skills in English, Hindi and Marathi
- Proficiency in use of standard software applications (MS Word, Excel and PowerPoint)
- Comfortable traveling across Mumbai

Core Competencies

- Committed to Apni Shala's vision and values
- Self-motivated and committed to one's own learning and that of others
- Openness to explore new learning, opportunities and situations
- Ability to cooperate and collaborate with team members
- Ability to deal with ambiguity
- Integrity and professionalism
- Have no judgment of work, physical or mental

Background/Experience:

- Masters Degree in Counseling Psychology
- A minimum of 2 years work experience in school counselling with students, parents and teachers in an inclusive school setup.

Working Condition

- Location: The counsellor will work in Khoj Community School (an Apni Shala initiative) located in 20A, Ekta Housing Society, Hiranandani Akruiti, Lallubhai Compound, Govandi, three days a week and in the Apni Shala office at 61 C, 1st Floor, Kamgar Nagar, Kurla east, for team meetings or trainings as and when required.
- Timings:
 - 3-days a week
 - 07:30 am to 04:00 pm

HOW TO APPLY

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Send your CV and cover letter by e-mail to sangeeta.zombade@khojschool.org. In your cover letter, do tell us why you desire to join Apni Shala. Also, state your monthly salary expectations as well as your last drawn salary. For more information, please visit: www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala | facebook.com/khojcommunityschool

