



## **POSITION SUMMARY:**

**Job Title:** School Counsellor

**Location:** Based in Chembur, Mumbai (may require limited travel outside Mumbai)

**Employment Type:** Full time, Monday to Saturday, 7 am to 3 pm

**Reporting to:** Leadership team, Khoj

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## **ABOUT APNI SHALA**

Apni Shala was co-founded in 2013, and has been working since then towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic and social and emotional competency development.

Apni Shala's approach to Social Emotional Learning (SEL) is informed by Collaborative of Academic Social and Emotional Learning Framework(CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. Over a period of 9 years, Apni Shala has worked with over 8000 young people. Our work is aimed at not just students but also teachers and caregivers in the ecosystem. Apni Shala is funded by institutional grants, individual donations and revenues through workshops. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. Personal and professional development of our staff is therefore important to us at Apni Shala and it forms a major part of every team member's journey with the organization.

## **WHAT ARE WE LOOKING FOR?**

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
- Ability to adapt and respond to difficult and uncertain circumstances
- Spirit of collaboration and trust in working with and supporting a team
- Inclination and openness to continuous learning, feedback and growth
- Ability to engage with and solve for inequity and exclusion with compassion

- Commitment to one's own social emotional development and healing
- Ability and willingness to step in for responsibilities above and beyond the assigned role
- Ability to travel across Mumbai

## **ROLES AND RESPONSIBILITIES**

- **Student wellbeing and learning**
  - Collaborate with teachers and management to develop a school counseling program with a focus on the social-emotional development of children
  - Develop a need based SEL curriculum and support teachers to facilitate the same
  - Observation and identification of students' social and emotional challenges
  - Conduct one-to-one or group counseling sessions with students to work on their social-emotional challenges
  - Working with students based to support their developmental needs
  - Coaching teachers to work with students having different developmental needs
  - Research, create and encourage school-wide and classroom-wide SEL practices
  - Refer students to external professionals if required
  - Regularly maintain appropriate confidential records; collect, collate and maintain student information in an online format
- **Counseling support to students in Apni Shala partner schools**
  - Collaborate with Apni Shala SEL programmes team to plan for any identified students that need counseling support at any partner schools
  - Execute the counseling support plan as needed in collaboration with Programme team
- **Caregivers' support:**
  - Conduct caregiver awareness programs as per the needs of the school
  - Attend caregiver meetings to share about student development
  - Designing and facilitate specific meetings with caregivers in collaboration with the Social Worker or teachers
  - Collaborate and consult with caregivers, teachers, community organizations and other stakeholders
  - Plan and implement home visits with support from community development team to better understand student and family context as necessary and in accordance with safety protocols

- **Teacher support:**
  - Develop Social-emotional learning lessons plans for all grades with teachers
  - Lead meetings with school teachers and community development team for gaining information about observed behavior and for brainstorming strategies to support learning and wellbeing needs of students in the classroom
  
- **Assessment:**
  - Continually monitor and evaluate student's performance, behavior, social development, and mental health in coordination with the social worker and teacher
  - Collaborate with curriculum team and R&D team towards creation of a tool for SEL assessment
  - Record and document progress on SEL competencies of individual children
  - Present students' social and emotional development in caregiver meetings
  
- **Professional responsibilities**
  - Track and record all inventory with regards to counseling purposes with assistance from the helper and admin team at Apni Shala
  - Ensure that space and resources in the counseling space are used and maintained effectively
  - Invite and/or manage relevant volunteers/interns for SEL and/or counseling related activities
  - Build meaningful relationships with various stakeholders for advancing the organizational vision
  - Co-plan and execute school-based events with colleagues in service of children and community
  - Attend all meetings with the school team, supervision, and organizational level meetings
  - Lead one action research within the school on SEL practices each year
  
- **Self and Peer/Team Development**
  - Work towards personal and professional development (PD) goals by attending organizational PDs and other relevant workshops/courses or reading and researching on relevant themes

- Participate in supervision meetings facilitated by your supervisor aimed at building a practice of reflection, personal and professional development
- Contribute towards the team’s development by engaging actively in professional development opportunities, co-planning and collective work
- **Organizational development**
  - Participate in resource mobilization, fundraising, advocacy, communications, culture building and other related activities as guided by the organization

## **QUALIFICATIONS, SKILLS AND ABILITIES**

- 1+ years of experience with school counselling
- Well developed understanding of Narrative practices in therapy settings
- Fluent conversational skills in Hindi and/or Marathi
- Well developed oral and written communication in English
- Understanding of child development theories and humanistic approaches to therapy
- Ability to build and nurture relationships with adult stakeholders
- Fluency in using Microsoft office, Google Apps (Drive, Docs, Sheets, Slides)

## **APPLY NOW**

Send your resume and cover letter by email to [hr@apnishala.org](mailto:hr@apnishala.org) with a copy to [prasad.teli@apnishala.org](mailto:prasad.teli@apnishala.org). Please mention “**Application for the position of School Counsellor**” in your subject line. In your cover letter, do tell us why you would like to work with Apni Shala in the role of School Counsellor.

For more about Apni Shala, please visit Apni Shala online at [www.apnishala.org](http://www.apnishala.org) | [apnishala.wordpress.com](http://apnishala.wordpress.com) | [facebook.com/apnishala](https://facebook.com/apnishala)