

The duties and responsibilities of the Principal Education Support Practitioner - Counsellor shall be as follows:

- (a) contributing in an active manner to the development of a school counselling programme in support of the holistic development of each student – intellectual, social, behavioural, spiritual, cultural – so that students can become a whole person and a responsible and productive citizen;
- (b) to ensure that exposure is given to school support staff, parents and students about the work and role of counsellors;
- (c) assisting in the development and nurture of an enabling school culture and helping students become empowered for positive action and change;
- (d) planning and implementing interventions that enable students to overcome or prevent learning, social and behavioural difficulties;
- (e) consulting regularly with the appropriate professionals in order to gain further knowledge, support and direction about particular situations children and young people are experiencing;
- (f) preparing reports and maintaining records about students;
- (g) making the necessary referrals according to established policies and procedures;
- (h) keeping records of all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- (i) ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- (j) undertaking research in areas relevant to one's professional roles as directed by the Education Officer (Counselling), the Assistant Director and the Director National School Support Services;
- (k) adopting preventive measures that empower students to avoid problems as much as possible;
- (l) providing a continuum of preventative, developmental, remedial, and intervention services and programmes and facilitating referral to resources and services at both community and national levels;
- (m) adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- (n) participating in peer group support sessions;
- (o) encouraging participation in EU projects and other projects in line with the counselling services.