



GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,
SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING

VACANCY NOTICE

The Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training invites suitably qualified individuals to apply for the office of School Guidance Counsellor II or III – Secondary Education.

A. OFFICE IDENTIFICATION

Job Title	:	School Guidance Counsellor
Department	:	Secondary Education – Soufriere Comprehensive Secondary School
Classification	:	Grade 13 or 14
Reports to	:	Guidance Counsellor (District VIII)
Supervises	:	N/A

B. RELATIONSHIPS AND RESPONSIBILITIES

1. Provides a comprehensive developmental preventative counselling programme to address the academic, career and personal/social development of students in order to enhance the learning process.
2. Facilitates the support system for students by working in collaboration with all stakeholders including: school personnel, parents/guardians, other professionals, social and other agencies.
3. Reports to the School Principal as necessary.

C. DUTIES AND TASKS

1. Develops and manages the school guidance and counselling plan that is based on student needs and assess the efficacy of the programmes implemented to foster student development.
2. Provides individual and group counselling services for primary school students through direct interaction with the students within the Education District so as to meet the needs of students (e.g. social, behavioural, emotional, educational and career).
3. Conducts classroom guidance sessions at primary schools within the Education district to meet student developmental needs.
4. Consults with school personnel and other professionals, parents/guardians, social and other agencies through one-on-one or group sessions, to effectively address student issues.
5. Organizes and executes career guidance education and supporting activities to enhance students' school-to-work transition.
6. Demonstrates appropriate case management and treatment planning to reflect assessment reports, treatment goals, interventions used and progress notes.
7. Maintains records and ensures that student information and documents are kept confidential so as to ensure accuracy, confidentiality and reliability of the information.
8. Initiates referral of students by preparing the appropriate forms, documents or letters to the appropriate services or agencies as necessary, to address the needs of these students.
9. Ensures that all cases of abuse including abandonment and neglect are reported to the relevant authorities for appropriate action.
10. Advocates on behalf of students when appropriate to highlight issues that affect those students in an effort to make their lives easier.
11. Participates in crisis intervention/response activities in schools through collaboration with the District Guidance Counsellor, to ensure that appropriate measures are put in place.
12. Provides support to Health and Family Life Education (HFLE) Teachers through classroom sessions to more effectively deliver the HFLE programme.
13. Conducts staff development and parent education workshops to enable teachers and parents to work more effectively with the students.
14. Attends all scheduled meetings of counsellors to enhance both their personal and professional development.
15. Participates in professional development activities and maintains a professional development plan to guide self-improvement.
16. Any other related duties that may be assigned from time to time.

D. CONDITIONS

1. Accommodation provided in school (private office equipped with computer/printer, filing cabinet, telephone, executive chair and desk).
2. Salary will be paid in accordance with the terms stipulated by the Government in the Estimates/Collective Agreement and is liable to taxation in accordance with the Income Tax Act Chapter 15.02;
3. Institutional support will be provided through the appropriate Public Service and Teaching Service Regulations, Statutory Instruments and Ministry Guidelines;
4. Opportunities exist for personal development and career advancement through established orientation and in-service training (workshops, seminars, orientation courses);
5. Housing, free medical attention and medicine will not be provided.

E. KNOWLEDGE SKILLS AND ABILITIES

1. A working knowledge of and the ability to interpret and adhere to the Education Act 2005, Cap 18.01 of the Revised Laws of Saint Lucia and Teaching Service Rules and Regulations; Ministry's Procedures, Staff Orders, Financial and Store Rules, Standard Operating Procedures contained in the Ministry's Operations Manual, Collective Agreements and other Operation Procedures;
2. Knowledge of and the ability to interpret the Children and Young Persons Act 1972 and the Convention of the Rights of the Child 1993;
3. Knowledge of a range of counselling Theories and practices;
4. Capacity to work well with a range of individuals and to establish good rapport with stakeholders;
5. Knowledge of and sensitivity to multicultural issues;
6. Knowledge of legal and ethical issues pertaining to counselling.

F. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Effectiveness of the Guidance and Counselling Programme at the school;
2. Proven knowledge of legal and ethical issues pertaining to counselling and ability to establish the limits of confidentiality;
3. Timely completion, accuracy and quality of work plans and reports;

4. Knowledge and understanding of and the effective application of Teaching Service Rules, Regulations and the Education Act;
5. Compliance with the Guidelines, Policies and Professional Code of Conduct of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training;
6. Effective implementation of duties, responsibilities and assignments as defined in the job description.

G. QUALIFICATION AND EXPERIENCE

The candidates should possess **one** of the following:

Master's Degree in Guidance/School Counselling, Psychology, Clinical Psychology or Social Work from an accredited institution:

OR

Professional Degree in Guidance/School Counselling, Social Work or Psychology with at least 250 hours of supervised practicum:

1. Training and experience in individual and group counselling.
2. Experience in implementing didactic programmes in school counselling

H. SALARY

Salary is at a rate of EC\$61, 868.37 per annum (Grade 13, Step 1).

Salary is at a rate of EC\$65,678.75 per annum (Grade 14, Step 1).

I. GENERAL

The successful applicant's income will be liable to taxation in accordance with the Income Tax Act Chapter 15.02.

Applications MUST be accompanied by verified copies of **ALL** certificates and transcripts from the relevant institutions. **Two confidential testimonials are required – one from the Principal of the school at which the teacher is presently employed and one from the Education Officer for the District. For applicants outside of the school system, testimonials should be from immediate supervisors.**

Please note that:

1. **performance and punctuality** will be used as part of the criteria for selection of persons already in the Education System;
2. the successful applicant **may** be given an acting appointment for up to twelve (12) months; and
3. applicants are required to indicate administrative positions held and experience gained.

J. HOW TO APPLY

Applications on the prescribed forms should be addressed to:

**The Secretary
Teaching Service Commission
Stanislaus James Building
The Waterfront
CASTRIES**

Completed application forms should reach the Secretary, Teaching Service Commission by Friday, May 9, 2025.

Application Forms can be obtained from the Office of the Teaching Service Commission, Ground Floor, Sir Stanislaus James Building, The Waterfront, Castries or <http://www.govt.lc/media.govt.lc/www/resources/forms/saint-lucia-teaching-service-application-form.pdf>

**MINISTRY OF EDUCATION, SUSTAINABLE DEVELOPMENT, INNOVATION,
SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING**