

Website: [www.sacredheartludhiana.edu.in](http://www.sacredheartludhiana.edu.in)

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## **SACRED HEART CONVENT SCHOOL**

Sector-39, Urban Estate, Chandigarh Road, Ludhiana, Punjab-141010

(Affiliated to CISCE, New Delhi, Vide No.PU041)

Phone :0161-3501397,7837798813

### **Vacancy Announcement for a School Counsellor**

**Sacred Heart Convent School, Sector-39, Urban Estate, Chandigarh Road, Ludhiana**, is a premier educational institution committed to fostering academic excellence, character development, and holistic growth in our students. We believe in providing a nurturing and supportive environment that empowers students to reach their full potential.

We invite candidates to join our dedicated team at Sacred Heart Convent School as a School Counsellor and look forward to welcoming a compassionate and skilled counsellor to our team.

**Position:** School Counsellor

**Responsibilities:**

- Provide individual and group counselling to students on academic, emotional, and social issues.
- Develop and implement comprehensive school counselling programs to support students' personal and academic growth.
- Collaborate with teachers, parents, and administrators to identify and address students' needs.
- Promote a positive school culture and support students in developing healthy coping mechanisms.
- Organize workshops and seminars on relevant topics such as mental health, career guidance, and stress management.
- Maintain accurate records and confidentiality in accordance with school policies and legal requirements.

**Qualifications:**

- A Master's degree in School Counselling, Psychology, or a related field.
- Relevant certification or licensure as a school counsellor.
- Proven experience in a school counselling role, preferably within an educational institution.
- Excellent interpersonal, communication, and organizational skills.
- Strong ability to build rapport with students, parents, and staff.
- A compassionate and empathetic approach to counselling.
- Knowledge of current counselling practices, educational trends, and resources.

**How to Apply:** Interested candidates are requested to submit their resume, cover letter, and references at the official email id of school : [ludhianashcs@gmail.com](mailto:ludhianashcs@gmail.com)

All the original documents to be produced at the time of interview. Only shortlisted candidates will be called for the interview.

**Application Submission Deadline:** Latest by 25<sup>th</sup> of July 2024

**Contact Information:** For any inquiries or further information, please contact us at School's Contact Number: Phone :0161-3501397,7837798813 (during the school hours on working days only.)

We invite candidates to make a difference in the lives of our students!

**PRINCIPAL**