



Job Title: Assistant School Counselor

Employer's Name: International Community School

Employment Start Date: 1 st September, 2026

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders. We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A-Level Exams.

THE POSITION:

Do you aspire to make a meaningful difference in the lives of students? Are you passionate about guiding young learners through both academic challenges and personal growth? This is your opportunity! Join our dynamic team as an Assistant School Counselor at the Accra campus and embark on a rewarding journey of shaping tomorrow's leaders. At ICS, we believe that every student deserves a supportive and nurturing environment to thrive academically, emotionally and socially. As an Assistant School Counselor, you will have the incredible opportunity to be an integral part of this transformative experience.

KEY RESPONSIBILITIES/DUTIES:

- Collaborate with the school counseling team to design and implement comprehensive counseling programs.
- Support students in their educational journey by providing guidance and resources for academic success.
- Promote positive relationships with students, parents and teachers, offering a safe space for open communication.
- Implement strategies to enhance students' emotional well-being and resilience.
- Assist in organizing career exploration activities and college readiness programs.
- Advocate for students' needs and work closely with the counseling team to address concerns.
- Conduct classroom observations as requested to aid in the counseling process.
- Partner with the Behavioral Management team to improve and maintain student behavior.
- Assist in crisis management situations.
- Provide individual and group counseling to students with identified concerns, personal trauma, or developmental needs.



- Deliver preventive counseling services to support students' educational and personal growth.
- Any other duties as assigned

EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE:

- The Ideal Candidate Should Have:
- First Degree in Guidance & Counseling, Psychology, or a related field.
- Preferably a master's degree in Mental Health or a related discipline.
- A recognized qualification in therapeutic intervention.
- Registration with the Health Care Professionals Council.

Desired Skills & Attributes

- Excellent interpersonal and communication skills, with the ability to connect with students from diverse backgrounds.
- Strong organizational skills to manage multiple tasks and prioritize effectively.
- Knowledge of counseling techniques, strategies and resources to provide effective support.
- Proficiency in technology, including student information systems and counseling software.
- Genuine passion for empowering students and fostering their personal growth.

APPLICATION INSTRUCTIONS:

NOTE:

Kindly submit your CV, certificates and a cover letter, a letter of recommendation from your current Head and contact of two references who will be contacted if shortlisted. Please note that only shortlisted candidates will be contacted and invited to take part in the interview process. All appointments are subject to identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to hr@icsghana.info