



# International School Nadi

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## Wellbeing Coordinator

International School Nadi is seeking to appoint a committed, experienced and passionate Wellbeing Coordinator to commence 2025. The Wellbeing Coordinator plays a vital role in promoting mental health and fostering a culture of wellness that supports the emotional and social development of all students and staff. The successful candidate will be responsible for providing confidential counselling services to students and staff, overseeing wellbeing initiatives that align with the school's mission and values, collaborating with the Senior Leadership Team to maintain a cohesive approach to student wellbeing, organising and/or delivering professional development that promotes a positive school culture that prioritises mental health and contributing to the design and delivery of the Personal, Social, Health and Economic (PSHE) curriculum across the entire school, ensuring that it effectively addresses the wellbeing needs of all students.

### About the School

Established in 1992, International School Nadi is an independent, coeducational, non-profit school for students aged 3-18 years. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma programmes aim to develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally. Our diverse community of almost 260 students and 37 teaching staff represents 25 different nationalities. As an open admissions school, we pride ourselves on creating a nurturing, balanced and inclusive learning environment where each student is empowered to reach their full potential. Our teachers work with classes ranging from 8-24 students in a supportive and collaborative environment where staff wellbeing, autonomy and professional growth are valued.

The school campus is located in Nadi, the tourism hub of the Fiji Islands. Although a small community, Nadi provides a range of opportunities for short island vacations along with activities like hiking, water sports and zip lining.

### Essential Qualifications & Experience

- Diploma in Counselling
- A minimum of one year of experience in a counselling role

### Desirable Qualifications & Experience

- Further therapeutic training and/or postgraduate qualifications
- Prior experience of working in a school setting and/or with children and young people.
- Experience of safeguarding and child protection procedures and policies

## Required Personal Skills & Values

- A strong understanding of and commitment to the philosophy and values of the IB organisation, particularly in relation to mental health and wellbeing.
- A deep passion for promoting wellbeing within the school community, fostering an environment where every student feels valued, supported, and understood.
- Proficiency in leveraging technology and resources specifically to enhance student and staff mental health and wellbeing.
- Familiarity with various counselling approaches to effectively address diverse student needs.
- Ability to support individuals facing a diverse range of mental health challenges, including bereavement, self-harm, depression, anxiety, early developmental trauma, attachment disorders, and abuse.
- Ability to effectively collaborate with colleagues, parents, and students to provide guidance and support, creating a learning environment that prioritises mental wellbeing.
- Possesses a kind and compassionate disposition, with the capability to handle challenging situations with tact, empathy, and care.
- Inspires trust and confidence among students, parents, and colleagues through consistent support, encouragement, and reliability .
- Ability to adapt to changing circumstances and navigate uncertainty with flexibility, resilience, and a positive outlook.
- Demonstrates initiative and the ability to independently manage their own caseload of wellbeing and mental health support.
- Exceptional organisational skills, with the ability to manage multiple priorities effectively.
- A commitment to upholding ethical standards and promoting integrity within the school community.
- A lifelong love of learning and enthusiasm for ongoing personal and professional growth in the field of mental health and wellbeing.
- Willingness to actively and enthusiastically contribute to wider school life, including involvement in extracurricular activities, excursions, camps and school-wide events that support student wellbeing.

## Compensation & Benefits

The successful candidate will receive:

- A fortnightly salary reflecting their qualifications and experience.
- Discounted school tuition for dependents.

ISN staff also benefit from a healthy professional development budget that aims to build IB expertise, reflective teaching practice and leadership skills. Staff are involved in offsite, onsite, and online workshops and conferences.

## How to Apply

Interested candidates should send a cover letter and a CV to [shivanip@isn.school.fj](mailto:shivanip@isn.school.fj). Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's teaching skills and experience.

Due to the expected volume of applications, we will only contact those applicants who are shortlisted for an interview. The school reserves the right to close the application process before the deadline if a suitable candidate is identified.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies. Teaching staff must also be registered with the Fiji Teachers Registration Authority upon commencement of employment.