

Job Description

Post: Academy Counsellor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Provide impartial guidance and support to students on a wide range of issues that are, or may become, barriers to learning in order to ensure their participation and progress within their course of study.
- Maintain accurate and up to date records of advice and support provided to students. This information should be clearly communicated to the relevant parties working in the curriculum / support areas.
- Develop and maintain effective links and make appropriate referrals to local external agencies to ensure students access appropriate and relevant advice and support, as required, in conjunction with the designated safeguarding lead and / or the SENDCo.
- Work with other support teams within the academy to help promote a holistic system of support for students.
- In consultation with your line manager, attend relevant professional supervision.
- Represent the academy in internal and external meetings, as appropriate.
- Assist in the publication of fact sheets for students regarding the services available.
- Liaise with other staff to support the continual development of the academy's tutorial programme to include sessions for students on issues such as health, stress management, addiction, behaviour and other areas relevant to the support of students.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.