



Job Description

KEY INFORMATION	
Post title:	Counsellor
Grade:	
Responsible to:	Assigned member of SLT
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Be responsible for providing a high-quality counselling service for the whole school, which supports the mental health and wellbeing of all students. Provide confidential one to one therapeutic support, manage a diverse case load and cover a wide range of emotional and psychological issues.

MAIN DUTIES AND RESPONSIBILITIES	
1	Deliver a high-quality counselling service for the school, providing independent and confidential counselling and support to students using a range of therapeutic interventions
2	Support the school's mental health strategy across all key stages, promoting positive mental health and removing stigma and bias regarding mental ill health
3	Uphold good practice as outlined by a professional body (such as the BACP, UKCP, NCPS), which is accredited by the Professional Standards Authority and adheres to a code of ethics
4	Work with a diverse range of issues including bereavement and loss, gender transition, eating disorders and self-harm, depression, anger management, abuse of any kind, and anxiety and fears. Effectively apply appropriate therapeutic interventions
5	Maintain a good knowledge and understanding of a range of neurological and behavioural profiles such as neurodivergence (autism, ADHD), post-traumatic stress and adverse childhood experiences and how these might impact on therapeutic approaches
6	Keep up to date with trends and emerging patterns within the counselling sphere. Work with leaders across the school to develop and evaluate the school's counselling service, including identifying issues or causes and supporting the identification and implementation of an appropriate and supportive response
7	Liaise with other staff in respect of mental health and counselling issues and support the pastoral team in their roles



8	Provide feedback, data and information to SLT, including an annual report regarding access to the counselling provision, such as numbers, age range and types of problems
9	Have a thorough knowledge of the mental health provision locally and nationally and keep up to date with new strategies and initiatives
10	Maintain accurate case records in a secure place, ensuring compliance with the GDPR
11	Liaise with outside agencies such as CAMHS and refer to alternative service providers if required
12	Attend regular sessions with a suitably qualified and approved supervisor, in line with professional body requirements
13	Manage and facilitate the work of placement and trainee counsellors

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.



Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths qualifications at grade C/4 or above, or equivalent
2	Hold a recognised qualification in counselling or psychotherapy (degree, graduate diploma, etc.)
3	Evidence of continuing CPD and a willingness to engage in training or obtain further qualifications
4	Hold or be working towards recognised accreditation with a relevant professional body (BACP, UKCP, NCPS)
5	<i>Further qualifications, e.g. degree (desirable)</i>
Experience	
1	Counselling experience, including experience counselling children or young people
2	Experience of conducting assessments following referrals for counselling
3	Experience of delivering therapeutic interventions
4	<i>Experience of working in a school or educational environment (desirable)</i>
Skills/Knowledge/Abilities	
1	Excellent interpersonal and communication skills, including the ability to communicate with a wide variety of audiences, including students, parents/carers, colleagues, and other external agencies
2	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google)
3	Ability to recognise safeguarding and child protection issues and deal with these appropriately
4	An understanding of data protection and working knowledge of the GDPR, including the ability to respect confidentiality at all times
Personal Attributes	
1	Good written and verbal communication skills with the ability to communicate effectively and build good relationships with children, young people, staff, families and carers



2	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances
3	Confidence in working with individuals, groups and whole classes of students if required
4	Ability to work successfully alone and as part of a team
5	A reflective practitioner, with the ability to self-evaluate learning needs and actively seek learning opportunities
6	A commitment to equality and diversity and inclusive practice
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check