



JOB DESCRIPTION

Counsellor

Job Title: Counsellor

Salary: Kent Range 9

Responsible to: Inclusion Manager

Contractual Hours: 24 hours per week, (3 days / 08.30am – 4.30pm), term time only.

1. PURPOSE OF JOB:

- To provide a professional and confidential counselling service to students in support of physical and emotional wellbeing.
- To enhance the productive partnerships between teachers, students and the counselling department

2. PERSON SPECIFICATION:

- Holds a professional counselling qualification recognised by the BACP with experience of counselling children and young people in an educational environment.
- A professional knowledge of the developmental, emotional, social and educational issues of children and young people.
- An awareness of needs of people from diverse, ethnic, cultural and social backgrounds.
- Knowledge of local mental health provision and CAMHS service.
- Has experience of liaising effectively with external bodies and a range of stakeholders and healthcare professionals.
- Full working knowledge of relevant policies codes of practice and legislation relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection.
- Ability to work calmly under pressure and able to adapt quickly and effectively to changing circumstances.
- Self-motivated with the ability to work independently, manage own caseload and use initiative.
- Approachability, encouraging a supportive, safe, environment.

- Warm empathic nature, non-judgemental.
- Excellent communication and listening skills.

3. DIMENSIONS:

No Budget

Working cooperatively with co-worker (part-time counsellor).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

4. PRINCIPAL ACCOUNTABILITIES:

- Provide professional and efficient counselling service to students in a caring and supportive environment where concerns can be explored
- Responsible for organising the counselling service provided. This includes regular support and organising linked to co-worker and SSMs.
- Use specialist knowledge and skills to plan and manage counselling support including triage, assessment, counselling and referrals to other agencies.
- Monitor and evaluate the counselling service through different assessment strategies providing feedback and reports providing evidence of range and level of progress.
- Communication with regard to the role of the counselling service with students, teachers and parents.
- Communication where appropriate with the student's consent, with members of staff and external mental health organisations.
- To maintain appropriate confidentiality and security in record keeping and communications according to school policy.
- To play an active role in safeguarding children and adhere to school policies. To liaise with school staff to ensure the effective operation of the service.
- To work within the codes of practice of ethics recommended by the BACP.
- To have regular counselling supervision as required by the BACP.
- To hold regular meetings with fellow counsellor to discuss ongoing provision of the counselling service and offer peer supervision.

- To be responsible for own professional development maintenance and updating knowledge and awareness of changes and developments in fields of counselling and education. To be aware of their impact on the delivery of counselling.
- To participate in training and performance and development as required by the school.

5. SCOPE FOR IMPACT:

- Offer a professional and safe space to share possible life changing issues. To support students in developing their own coping strategies to enable them to engage more easily inside and outside school. To improve school attendance, attitude to learning, academic achievement and general wellbeing.

6. JOB CONTEXT:

Work closely with

- Students in counselling sessions and the provision of the service

Provide Training

- Use expertise on emotional health/counselling issues to advise colleagues where appropriate

Provide Services

- To provide a professional and confidential counselling service to students in support of physical and emotional wellbeing

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: Date:
Job Title

Agreed By: Date:
Headteacher