

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	School Counsellor and Mental Health Lead	Location	Ellis Guilford School
Salary	Scale point NJC 20-24 (Actual £28,037 to £30,459 p.a.)	Hours	37 hours per week, term time plus inset days (39 weeks p.a.)
Department	Support Staff	Reports To	Vice Principal

JOB PURPOSE:

To provide a high-quality counselling service for children and lead the development of mental health and wellbeing provision across Ellis Guilford School.

To promote a whole-school approach to mental health and wellbeing, ensuring children and staff have access to appropriate support, intervention and guidance that enables them to thrive.

KEY RESPONSIBILITIES AND DUTIES:

Counselling and Child Support

- Provide counselling support to children experiencing emotional, social, behavioural or mental health difficulties.
- Assess children's needs and implement appropriate interventions, support strategies and referral pathways.
- Support children to overcome barriers to wellbeing, engagement and achievement.
- Deliver individual and group interventions focused on wellbeing, resilience and emotional regulation.
- Maintain accurate records, manage referrals and ensure confidentiality at all times.
- Promote awareness of counselling and wellbeing services across the school.
- Participate in multi-agency working and professional supervision as required.

Mental Health Lead Responsibilities

- Act as the strategic lead for mental health and wellbeing across the school for both children and staff.
- Develop, implement and review the school's mental health and wellbeing strategy.
- Lead and promote a whole-school approach to mental health, wellbeing and resilience.
- Coordinate early intervention and targeted mental health support.
- Provide advice, guidance and signposting to children, families and staff.
- Lead staff wellbeing initiatives and mental health awareness activities.
- Develop partnerships with external agencies and specialist services.
- Monitor and evaluate the impact of wellbeing provision and identify priorities for development.

Partnership and Safeguarding Responsibilities

- Work collaboratively with school staff, families and external agencies to secure positive outcomes for children.
- Contribute to safeguarding processes in accordance with school policy.

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- Attend multi-agency meetings and case conferences as required.
- Provide advice and guidance to colleagues and parents/carers regarding children's wellbeing.

Other Professional Requirements

- Contribute to supervision duties, home visits and support the tutor programme as a co-tutor.
- Keep up to date with community issues that may affect children and families.
- Ensure safeguarding actions, communications and records are completed promptly and accurately.
- Attend and support key school events as required. Promote the school's inclusive ethos and values in all interactions.
- Maintain high professional standards and positive relationships with children, colleagues and families.
- Participate fully in appraisal, training and professional development.
- Undertake other duties commensurate with the nature and grade of the post.

Additional Information

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. This job description is not intended to be an exhaustive definition of the post. It will be reviewed periodically and may be amended following consultation with the post holder to reflect the evolving needs of the school.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Relevant counselling, therapeutic or mental health qualification, or equivalent experience and commitment to working towards a recognised qualification.	Postgraduate Diploma, Master's degree or equivalent qualification in Counselling, Psychotherapy or a related field. • BACP Accreditation, UKCP registration, BPC registration or equivalent professional accreditation. • Working towards professional accreditation with BACP, UKCP, BPC or an equivalent body.
EXPERIENCE	• Experience of supporting the emotional wellbeing and mental health needs of children and young people. • Experience of building positive relationships with children, families and professionals.	Experience of counselling children and young people. Experience of working in a school or educational setting. • Experience of working with external agencies, including health and mental health services.

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	• Experience of delivering targeted support, interventions or therapeutic approaches to improve outcomes for children.	• Experience of leading or contributing to mental health and wellbeing initiatives.
KNOWLEDGE AND UNDERSTANDING	• Understanding of child and adolescent development and the factors that can impact emotional wellbeing, mental health and engagement in learning. • Knowledge of a range of mental health, emotional wellbeing and therapeutic approaches appropriate for children and young people. Understanding of safeguarding and child protection procedures and the role of schools in promoting the welfare of children. • Knowledge of the barriers that can affect children's attendance, engagement, wellbeing and achievement. • Understanding of confidentiality, information sharing, professional boundaries and relevant data protection requirements. • Knowledge of the roles of external agencies and support services, including health, social care and mental health professionals. • Understanding of inclusive practice and the importance of promoting equality, diversity and positive outcomes for all children.	• Knowledge of current legislation, guidance and best practice relating to children's mental health and wellbeing. • Knowledge of referral pathways and support available through CAMHS and other specialist services. • Understanding of the relationship between mental health, safeguarding, SEND, attendance and educational outcomes. • Knowledge of the secondary education system.
SKILLS AND PERSONAL ATTRIBUTES	• Excellent written and verbal communication skills, with the ability to communicate effectively and sensitively with children, families, colleagues and external professionals. • Strong people skills, with the ability to build positive,	• Ability to deliver training, workshops or awareness sessions to children, staff and families. • Experience of using wellbeing, counselling or safeguarding recording systems.

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	trusting and professional relationships with children and adults. • Ability to use a range of ICT systems and software effectively, including case management, record keeping and Microsoft Office applications and CPOMS • Ability to work collaboratively with colleagues and external agencies to secure positive outcomes for children. • Ability to maintain confidentiality, exercise professional judgement and manage sensitive information appropriately. • Ability to work independently, use initiative and effectively prioritise competing demands. • Strong organisational skills, with the ability to maintain accurate records, manage caseloads and meet deadlines. • Ability to analyse information, identify needs and implement appropriate interventions and support strategies. • Resilient, reflective and emotionally intelligent, with the ability to remain calm when dealing with challenging or sensitive situations. • Flexible and adaptable, responding positively to changing priorities and needs. • Commitment to safeguarding, inclusion, equality and the wellbeing of children and staff.	• Ability to contribute to the strategic development of mental health and wellbeing provision within a school setting.
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every child.	

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	• Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice.
OTHER REQUIREMENTS	High expectations for every child and a proven history of making a difference to the learning and experiences of children inside and outside the classroom. Commitment to and vision for developing links with the local community.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.