



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

**Hours of work:** 3 days per week with flexibility to meet service demand. Term time only

**Responsible to:** Assistant Headteacher

**Post objective:** To provide effective clerical support to the Safeguarding and Pastoral Team.

### **Key Relationships:**

Students, parents/carers, pastoral teams, SENCO, safeguarding team, educational psychologists, CAMHS, local authority services, external agencies, and multi-disciplinary partners.

### **Main Purpose of the Role:**

To provide a professional, confidential, and student-centered counselling service within the school, promoting emotional wellbeing, resilience, and improved engagement with learning. The post holder will deliver evidence-informed therapeutic interventions, contribute to a whole-school approach to mental health, and work in line with safeguarding, data protection, and professional ethical standards.

### **Key Duties and Responsibilities:**

#### **Counselling Service Delivery**

- Provide planned, structured counselling to students (1:1 and/or small group) using appropriate therapeutic approaches aligned to presenting needs and school context.
- Undertake initial assessments, goal setting, and ongoing reviews to support measurable progress.
- Maintain a balanced caseload, prioritising referrals based on risk, impact, and need.
- Work with students to develop coping strategies, emotional regulation skills, and resilience to support wellbeing and learning.

- Provide time-limited interventions where appropriate, with clear boundaries and exit planning.

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### **Safeguarding, Risk Management and Professional Practice**

- Work within the school's safeguarding and child protection procedures, including reporting concerns immediately to the DSL.
- Conduct and document risk assessments where there are concerns relating to self-harm, suicidal ideation, abuse, neglect, exploitation, or significant mental health concerns.
- Maintain professional boundaries, confidentiality, and ethical practice, understanding when confidentiality must be breached in line with safeguarding and legal requirements.
- Participate in safeguarding training and contribute to safeguarding culture through appropriate information sharing.

### **Referral Pathways and Multi-Agency Working**

- Operate clear referral and signposting pathways to internal support (pastoral, SEND, mental health leads) and external services (e.g., CAMHS, Early Help, counselling charities).
- Attend and contribute to relevant meetings (e.g., pastoral panels, safeguarding meetings, TAC/TAF, EHCP reviews) where appropriate and agreed.
- Liaise professionally with parents/carers where appropriate, balancing student confidentiality, consent, and safeguarding requirements.

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### **Record Keeping, Data Protection and Administration**

- Maintain accurate, timely and secure records of counselling sessions, plans, risk assessments, and outcomes.
- Ensure records comply with GDPR/data protection, school policies, and professional standards.
- Manage scheduling, rooming, referrals, consent forms, and service reports as required.
- Contribute to service evaluation and reporting (anonymised), including activity data, outcomes measures, and themes to inform school improvement.

### **Whole-School Contribution and Capacity Building**

- Support the school's whole-school mental health strategy, contributing to wellbeing initiatives and preventative work (where appropriate).
- Provide consultation/advice to staff on wellbeing matters (within the scope of role, competence, and confidentiality).

- Contribute to training/briefings for staff on topics such as anxiety, loss, self-esteem, and emotional regulation (as agreed).

### **Supervision, CPD and Quality Assurance**

- Engage in regular clinical supervision (external or internal as appropriate) in line with professional body requirements.
- Undertake continued professional development (CPD) to maintain and develop practice, including safeguarding and relevant therapeutic training.
- Participate in performance management/appraisal processes and contribute to quality assurance of counselling provision.
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### **Professional Standards and School Policies**

- Uphold professional ethics and conduct, including adherence to the code of practice of an appropriate professional body.
- Follow all school policies, including safeguarding, health and safety, behaviour, equality, and data protection.
- Demonstrate commitment to inclusion, equality of opportunity, and anti-discriminatory practice.
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### **Accountability and Decision-Making**

- The post holder will work autonomously within professional boundaries and agreed school procedures.
- Decisions relating to student safety and safeguarding must be escalated immediately to the DSL and recorded appropriately.
- Therapeutic decisions should be informed by assessment, evidence-informed practice, supervision, and ethical frameworks.

The Carlton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to an enhanced DBS check, satisfactory references, right to work checks, and, where applicable, prohibition checks.