

De Aston School School Counsellor JOB DESCRIPTION

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JOB TITLE: School Counsellor	
GRADE: 6	
REPORTS TO: Deputy Headteacher (Pastoral)	
1.	PURPOSE OF JOB: To provide a professional and confidential counselling service to students and staff within the school to contribute to the promotion of good emotional health and wellbeing.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i	To manage and run the school's counselling service offering individual assessment and counselling to the students and staff referred, including, but not limited to, difficulties with peers, behavioural difficulties in the classroom, emotional issues arising from family breakdown, relationship issues, attendance problems, self-harming, abuse, low mood, anxiety, etc.
ii	To maintain membership, registration and accreditation of the British Association of Counselling and Psychotherapy (BACP) and/or the UK Council for Psychotherapy and to adhere to the counselling Code of Ethics produced by the BACP at all times.
iii	To offer distressed students and staff emergency support.
iv	To provide students and staff with a safe and non-judgemental way to voice their concerns and/or worries.
v	To provide professional advice and support for staff.
vi	To attend meetings with outside agencies including Multi-Agency case conferences and with other schools, where appropriate.
vii	Regularly meet with Pastoral staff to support, advise and allocate students as required.
viii	To liaise with Senior Leaders, including the Designated Safeguarding Leads, SENCO and other colleagues, as necessary.
ix	To facilitate, alongside other colleagues, group sessions on specific issues, as required.
x	To liaise with outside agencies for crisis counselling.
xi	To provide reports, where required.
xii	To keep suitable case records on each counselling/group session securely, in accordance with data protection.
xiii	To assist in raising awareness within the school community of mental health issues, for example through school's social media, displays, assemblies, talks, etc.
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE Supervision of targeted students.
4.	CREATIVITY AND INNOVATION The postholder will be required to help develop imaginative and innovative responses to help overcome barriers.
5.	CONTACTS AND RELATIONSHIPS Contact with identified students and staff Day to day contact with employees at the school Contact with family members of identified students Contact with relevant outside agencies
6.	DECISIONS
a)	Discretion Discretion will need to be employed regularly.
b)	Consequences Decisions will have an effect and impact on the service to the student/family/staff which might affect their quality of life. There is a degree of responsibility, which goes beyond the action.
7.	RESOURCES Office resources within work area.
8.	WORK ENVIRONMENT

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a)	Work Demands	The postholder will be asked to carry out a number of tasks and will need to prioritise, this will not usually impact on the overall programme of work.	
b)	Physical Demands	None	
c)	Working Conditions	Working in an office environment, including regular use of a computer.	
d)	Work Context	The postholder will be working with staff, students and their families. There may be occasions when they are exposed to verbal abuse or aggressive behaviour.	
9.	KNOWLEDGE AND SKILLS	Minimum of GCSE C grade (or equivalent) in English and Mathematics Minimum of Diploma in Counselling with both adult and child counselling qualifications and experience BACP membership, UKCP registration or BPC Very strong communication skills both written and verbal Effective time management and prioritising skills Experience in working with external agencies Experience and ability to communicate with a diverse range of people.	
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the school.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with the school's Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			