



Job description

Post title: School Counsellor

Responsible to: School Improvement and Project Co-ordinator • CSL and EQUA MAT

Job purpose:

To provide a high-quality counselling service to children and young people ensuring equality of access alongside promoting enhanced opportunities and wellbeing.

Duties and responsibilities:

Key Accountabilities

- To provide a confidential counselling service to children and young people, primarily on a 1:1 basis however therapeutic group work as appropriate may be required
- To support children and young people to develop skills, knowledge, and self-confidence to enable them to respond to issues that affect them
- To undertake initial assessments including meeting with parents and liaising with school colleagues
- To communicate effectively with staff and external agencies to ensure that pupils receive the support they need.
- To proactively manage your own therapeutic timetable within agreed working hours. To be responsible for a case load of children, to whom you will provide high quality counselling, and manage a waiting list.
- To contribute to the administration, data collection and evaluation of the service and be involved in report writing. To maintain appropriate and adequate records of clinical work and provide statistical returns and monitoring data as required.
- To assess formally and informally the needs of a child (including risk), ensuring the appropriate support is in place
- To be proactive in reporting safeguarding concerns within agreed procedures
- To work within the Trusts data protection and GDPR expectations

Health and Safety:

It is the responsibility of individuals at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co- operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.



Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

- Post qualifying experience
- Relevant experience in working with children and young people in a counselling role
- Experience of multi-agency work
- Experience of working with complex cases
- Knowledge and understanding of issues affecting families, children and young people
- Knowledge and understanding of child development.
- An understanding of therapeutic interventions and creative ways of working with children and young people
- Relevant counselling qualification at Diploma level or above
- To be at registered with BACP and ideally BACP accredited
- Knowledge of relevant childcare and welfare legislation and of safeguarding issues and procedures
- To work within the BACP ethical framework.
- Experience of a variety of IT packages particularly the use of Microsoft Word, Excel and Outlook
- To complete any other reasonable duties as directed
- Proven ability to communicate effectively with young people
- Awareness and understanding of mental health issues
- Good organisational skills and an ability to work independently and demonstrate initiative
- The ability to build effective professional relationships demonstrating good interpersonal skills alongside a team approach
- Readiness to seek help and support to manage professional issues and problems.
- Be fully insured for public and professional liability and contingencies and other insurances where appropriate.