**Montbelle Primary School**

**School Counsellor – Job Description**

**Post:** School Counsellor

**Band:** S01-25

**Hours: One day a week** - 8.30 am to 4.30 pm . **Term time only**

**Responsible to:** Headteacher **Line Managed by:** Assistant Headteacher (Inclusion)

Provide a professional and confidential counselling/therapy service for children across the school to:

* Employ and develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in children, whilst supporting them in managing trauma and with their concerns in respect of academic, social or emotional difficulties;
* Work effectively with the wider inclusion team and liaise with school staff to receive referrals, carry out initial assessments and meet with parents/carers as appropriate;
* Develop therapeutic relationships to promote and maintain the emotional health and wellbeing of all those who use the service, providing a safe and welcoming service;
* Be mindful of the boundaries between confidentiality and sharing information in order to protect the safety of the young person and to serve their best interests, maintaining safeguarding responsibilities and BACP Code of Ethics;
* Maintain accurate and thorough caseload documentation, including consent information and evaluation proformas, managing own administration and ensuring all paperwork is stored in a confidential and secure manner;
* Work with the academic and support staff to encourage and promote positive behaviours;
* Provide support and supervision for members of the teaching staff and other relevant staff members such as the Designated Safeguarding Leads and other relevant personnel;
* Provide training, discussion and consultancy to the wider community of the school, if considered appropriate;
* Attend regular line management meetings, supervision and relevant training/CPD in order to carry out the post in an informed and effective manner: keep abreast of current legislation and practice relating to the role;
* Review and assess the effectiveness of the service on an ongoing basis and adapt it as necessary in consultation with the AHT and HT: deliver regular evaluation and monitoring reports in order to further develop the programme to meet emerging needs, whilst maintaining client confidentiality;
* Have an understanding and commitment to Greenwich Council and the school’s own Equal Opportunities policy; uphold the vision and values of the school, including Stonewall and the United Nations Convention on the Rights of the Child.

**Responsibilities**

* Adhere to all school policies and procedures, including safeguarding;
* Provide a confidential counselling/therapy service for children using a range of therapeutic interventions;
* Assess and process new referrals made by the Headteacher or Inclusion Manager as efficiently as is possible;
* Manage a caseload of pupils working with an approved Code of Ethics eg BACP, UKCP;
* Promote positively the role of counselling in achieving positive outcomes for all persons referred to the service;
* Work with relevant senior staff members to link with the wider professional network to act in the best interests of the young person, eg Child Protection Officer, attending meetings when required to do so;
* Communicate effectively with class teachers, parents and carers. Also to keep the pupil and parents informed of plans and outcomes which may impact on their day to day life;
* Create, maintain and store (securely in a locked provision) counselling records, to include – initial referral forms, counselling session case records, and closing reports;
* Attend staff briefing on days worked, meetings and INSET training as required
* Attend regular line management and professional supervision by appropriately qualified personnel;
* Demonstrate a commitment to improving and developing the school’s processes and facilities and maintain ongoing professional development;
* Carry out such duties that may be reasonably required by your line manager