



HATCH END HIGH SCHOOL

School Counsellor

Part Time: 14 to 21 hours per week - Term Time only

Pay flexible depending on experience and qualifications

JOB DESCRIPTION

JOB PURPOSE

- To support young people aged 11 – 18 referred by the school, who present with emotional and psychological issues by providing a professional and confidential counselling service.
- To provide support and advice to staff and parents / carers.

REPORTING

- The post holder will report to the Deputy Headteacher (Inclusion) and the Behaviour and Inclusion Manager.

RESPONSIBLE FOR

- N/A

WORKING TIME

- Negotiable. In the first instance, it is envisaged the position would be for 2 - 3 days per week term time only. Part time and flexible working arrangements may apply.

KEY DUTIES AND RESPONSIBILITIES

- To attend in person at the school to hold counselling sessions with referred students – these sessions will include students at risk of exclusion, students with behavioural difficulties and those in need of anger management support.
- To offer therapeutic work with students and parents/carers, where this type of intervention is likely to be optimally effective.
- To maintain a caseload and keep clinical-related records in a secure location.
- To share all relevant information with the line manager in line with BACP (British Association for Counselling and Psychotherapy) confidentiality guidance.
- To share all Child Protection concerns with the designated Child Protection Officer.
- To take part in any group intervention sessions deemed desirable, or make necessary referrals to external agencies when indicated, working collaboratively with other agencies and healthcare professionals.
- To meet on a monthly basis with a designated supervisor to discuss current caseload and gain advice and guidance.
- To have an understanding of and ability to work with children from different cultures.
- To work with key staff in relation to the emotional wellbeing of students.
- Contribute to the overall ethos/work/aims of the school.
- To be aware of and abide by relevant school policies including Child Protection, Behaviour, Special Educational Needs, Safe Working Practice for the Protection of Children and Staff in Education, Data Protection and the school's Code of Conduct and reporting all concerns to the Headteacher and/or the Designated Safeguarding Lead.
- To endorse, uphold and promote the school's Equal Opportunity Policy.
- Excellent time management skills.

OTHER DUTIES AND ACCOUNTABILITIES

- To attend team meetings, staff meetings and school events as directed.
- Take part in performance appraisal.
- To undertake other relevant duties which may be required from time to time.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure compliance with your responsibilities as laid out in the school's Equal Opportunity policy and take an active role in promoting equality and diversity.

January 2022



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Person Specification

EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Diploma level (or equivalent) qualification in counselling, which has been accredited or is eligible to be accredited by a recognised professional body (BACP, BPS, UKCP or similar)	Yes		Application
Member of BACP or equivalent	Yes		Application
Additional Training or experience in working with young people	Yes		Application
Good Literacy and numeracy – GCSE Maths and English or Equivalent	Yes		Application

EXPERIENCE

	Essential	Desirable	How Identified
Experience of working with clients or young people presenting with mild to moderate psychological difficulties.	Yes		Application Reference Interview
Awareness of presentation of psychiatric difficulties	Yes		Application Reference Interview
Ability to organise own clinical/administrative duties	Yes		Application Reference Interview
Ability to work within a context of evidence-based counselling, performance evaluation and monitoring	Yes		Application Reference Interview
Ability to monitor own competency and limitations and the ability to seek appropriate advice at an early stage	Yes		Application Reference Interview
Experience of working with confidential matters	Yes		Application Reference Interview
Ability to work as part of a team	Yes		Application Reference Interview
Able to lead and motivate a team and work effectively within it	Yes		Application Reference Interview

Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		Application Reference Interview
Accept the need for continuing development and training	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Knowledge and awareness of the issues relevant to working within an educational and learning context		Yes	Application Interview
Ability to work to a system of processes and procedures, recording and providing information accurately and promptly when required	Yes		Application Reference
Ability to organise own clinical/administrative duties	Yes		Application Reference
Ability to work within a context of evidence-based counselling, performance evaluation and monitoring	Yes		Application Reference
Awareness of presentation of psychiatric difficulties	Yes		Application Interview
Awareness of the role of CAMHS Teams, Voluntary Agencies etc.	Yes		Application Interview
Ability to monitor own competency and limitations and the ability to seek appropriate advice at an early stage.	Yes		Application Reference
Good working knowledge of Email and Office applications, eg Word, Excel, PowerPoint	Yes		Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Ability to use initiative and work independently	Yes		Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Ability to plan and prioritise own workload and manage conflicting demands, with minimum supervision	Yes		Reference Interview
Ability to use discretion and diplomacy	Yes		Reference Interview

Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview
Ability to be highly productive, work under pressure and meet deadlines	Yes		Application Interview
Knowledge of the Children Act and education legislation		Yes	Application Reference Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
An excellent attendance and punctuality record	Yes		Application Interview Reference
DBS Checked	Yes		Application Interview

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