



Job Description for School Counsellor

Post Held: School Counsellor

Responsible to: Head Teacher, DHT, IPSL and Lead FLO

Liaises with: Class teachers, FLO Team and IPSL

Salary: Bucks Pay Range 5 or 6 £32,192 – 38,715 FTE (Actual salary £10,842 - £13,159)

Principal Role

The School Counsellor will offer a confidential counselling service that supports the well-being of children in the School. Working closely with the pastoral / FLO team, the counsellor will promote positive emotional and mental health amongst children and staff.

The post holder will provide support and employ therapeutic interventions for a range of issues including bereavement and loss, transition, anxiety and depression, eating disorders and self-harm, anger management, and abuse. Advice to staff and parents will be offered where appropriate, this may include group counselling and sessions with parents.

Main Duties

- To provide a confidential counselling service to children through sessions, responding to their personal, social, emotional or educational concerns;
- To employ and develop a range of solution focussed interventions and support pupils to encourage confidence, independence, reflection and resilience in students;
- To promote a caring and supportive environment where concerns can be explored;
- To work within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation;
- To play an active part in safeguarding the students at William Harding School by adhering to all school policies and statutory regulations.
- To report all safeguarding concerns to the Designated Safeguarding Lead immediately and to work with the Designated Safeguarding Lead and external agencies, including CAMHS and social services, where appropriate;
- To liaise, where appropriate and with the pupil's consent, with other members of staff to ensure that pupils receiving counselling can be supported in all areas of school life;
- To be alert to trends and work with the pastoral / FLO team to address these issues on a wider basis;
- To maintain appropriate records and to provide information/reports as requested to enable the service to be reviewed;
- To carry out any other reasonable requests in line with the broad responsibilities of the role.

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion*

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of supporting children and families • Experience / skills supporting pupils with behaviour • An understanding of how to work effectively with pupils within a school setting. 	<ul style="list-style-type: none"> • Experience of working in a similar setting
Understanding	<ul style="list-style-type: none"> • A good understanding of child development and learning processes • A good understanding of behaviours and how to support children with them • Awareness of policies relating to equal opportunities, confidentiality and data protection • Awareness of how positive mentoring relationships affect pupil outcomes and behaviours • Awareness of pastoral support and parental engagement programmes with visible impact 	<ul style="list-style-type: none"> • Experience of safeguarding and training
Qualifications, Training or CPD	<ul style="list-style-type: none"> • A degree followed by a Masters or Post-graduate Diploma or equivalent in counselling; • Current registration with an appropriate professional body. • Commitment to your own personal and professional development in fulfilling the role, including ensuring that, as a counsellor, you access regular supervision. 	<ul style="list-style-type: none"> • Any other qualifications relevant to post
Practical Skills	<p>Ability to;</p> <ul style="list-style-type: none"> • support the school's vision and aims • plan, resource and deliver programmes • monitor and evaluate approaches of support • advise and support parents in the delivery of programmes at home • co-ordinate record keeping systems and processes in line with school policy 	<p>Ability to;</p> <ul style="list-style-type: none"> • Use IT to support the role
Personal Qualities & Attributes:	<ul style="list-style-type: none"> • Evidence of excellent verbal and written communication skills and the ability to actively listen • The ability to work independently and as part of a team • High expectations of themselves and the team, families and children they support • Calm and rational 	<ul style="list-style-type: none"> • A sense of humour

	<ul style="list-style-type: none"> • The ability to work independently, deal with a wide and varied workload and prioritise accordingly. • The ability to display patience, tolerance and sensitivity and show a commitment to equality and diversity. • Having a warm, empathetic and approachable character 	
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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead

Arrangements for appraisal of performance

The role of the School Counsellor will be monitored through the school's performance management programme and by members of the SLT.