

Reigate School

Job Description

Position	School Counsellor
Salary Range	Greensand pay point 17 – 21 £27,708 to £30,940 FTE, £18,539 to £20,702 Pro Rata
Hours	28 hours per week (4 days per week 8.30 – 3.30) 39 weeks per annum, term time plus 1 week.
Reporting to	Assistant Head Teacher

The School Counsellor will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the school.

Purpose

To carry out the duties of the School Counsellor to provide support and wellbeing duties to children.
To help children realise their social, academic and personal potential.

Key Accountabilities

- To contribute to the development and implementation of whole school policies, activities and special events.
- To provide confidential counselling services to students as required within the school, relative to school safe-guarding procedures.
- To be responsible for maintaining appropriate and confidential records.
- To use approved methods of assessing needs and evaluating the progress of children.
- To liaise regularly with the Line Manager regarding the needs of children.
- To work with the Line Manager to develop policy and practice in supporting children's wellbeing at Reigate School.
- To be responsible for providing appropriate advice to staff including support in making referrals to CAMHS.
- To help develop training for staff, building their understanding of emotional wellbeing and mental health needs in liaison with Line Manager.
- To keep the Line Manager abreast of developments within key areas of counselling in relation to children's needs.
- To liaise with the Line Manager and other appropriate staff in matters relating to children's emotional wellbeing and mental health.
- To provide regular audit information such as numbers, age range and types of needs to the Line Manager which can be reported to the Senior Leadership Team, Governors and Trustees.
- To have knowledge of the Mental Health provision locally and nationally.
- To engage in the review and evaluation of the school counselling service available to children at Reigate School.



We value all members of the school community equally and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Deputy Headteacher.

Person Specification

	Essential	Desirable
Professional and Experience		
Accredited counsellor for children or working towards a relevant accreditation	√	
Previous experience of working with children in a school setting		√
Knowledge of local and national mental health services		√
Professional Experience		
ICT skills	√	
Good written and verbal communication skills	√	
Ability to work independently and as a member of a team	√	
Positive communication and listening skills	√	
A mature and non-judgemental outlook	√	
Knowledge of the Children's Act, Keeping Children Safe in Education and other legislation pertaining to children	√	
An awareness of the wide range of needs of those from diverse backgrounds	√	
Good organisational skills	√	
Personal Attributes		
Passionate about working with children	√	
Enthusiastic, caring, patient and tolerant	√	
Able to develop good working relationships with children and staff	√	
Highly professional in role so as to inspire others		
Commitment to continuing professional development		√
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy		√