JOB DESCRIPTION

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| JOB TITLE | School Counsellor |
| PUBLICATION DATE |  |
| POSTHOLDER’S SIGNATURE |  |
| AUTHORISING OFFICER’S SIGNATURE |  |
| REVIEWER |  |
| REVIEW DATE |  |
| STATUS |  |
| SALARY | H8 |

**RESPONSIBLE TO:** Headteacher and, on a day to day basis, Assistant Headteacher with responsibility for Safeguarding

### PURPOSE OF YOUR POST:

We are looking to appoint a reliable, efficient, and highly organised school counsellor to manage our in-house counselling provision.

This is a service that is well utilised and in constant demand. The successful applicant will work closely with the wider Pastoral Student Services Team. Recent experience of working as a counsellor for children/young people aged 11-18 and knowledge of working within an educational environment is essential. This role includes employing and developing therapeutic interventions to support and empower students, encouraging confidence, independence, reflection and resilience, working safely and ethically as part of a team, and managing disclosures and safeguarding issues appropriately to ensure students’ wellbeing and safety.

The successful candidate will work within, and adhere to, the British Association for Counselling and Psychotherapy (BACP) Ethical Framework, or equivalent organisation, and will attend monthly clinical supervision in line with organisational requirements.

Interested parties should complete a letter of application, outlining their suitability for the role in relation to the job description and anything further that they feel they can bring to the wider team and the school community.

## ROLES AND RESPONSIBILITIES:

* Provide a confidential counselling/therapy service for individuals or groups of students and young people in school who are referred or refer themselves.
* Manage a clinical caseload within BACP or equivalent framework.
* To manage and operate a waiting list for students wishing to access counselling.
* Keep case records on counselling sessions in a secure place in accordance with the Data Protection Act/GDPR
* Provide regular reports to line manager and governors throughout the year.
* Report child protection issues to the designated person within the school in a timely manner.
* Attend line management as necessary and attend clinical supervision meetings.
* Attend meetings with other professionals and agencies relevant to the caseload.
* To communicate effectively with the parents of students as appropriate.
* Contribute where appropriate to PSHCEE sessions.
* Provide confidential counselling sessions to staff during the year for a maximum of 2 sessions funded by the school and thereafter refer on to other agencies or see them privately.
* Provide necessary evaluations of service when and if required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* Undertake regular external trainings to keep abreast of new directives and initiatives.
* To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed.
* Be both proactive and reactive throughout the school day in supporting staff with student management issues where there are emotional components.
* Constantly re-evaluate the service by liaising with fellow professionals in similar educational settings.
* Liaise with your line manager and pastoral team for allocation of new clients.
* Undertake other duties which the Headteacher may reasonably require.

### SHARED RESPONSIBILITIES AS A MEMBER OF THE PASTORAL TEAM:

* Help ensure the smooth running of the school.
* Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (pupil learning).
* Support other members of the team in the fulfilment of their responsibilities.

**PERSON SPECIFICATION:**

* A recognised qualification in counselling, BACP or UKCP registration/accreditation, preferably with at least 2-3 years appropriate experience
* Additional Training or experience in working with young people
* Experience of working with students or young people presenting with mild to moderate psychological difficulties, preferably in a school environment
* Diploma level qualification (Level 5+). Would consider L4 for the right candidate.
* Working towards BACP accreditation or equivalent.
* Knowledge and awareness of the issues relevant to working within an educational and learning context
* A knowledge and understanding regarding the limitations of confidentiality and the need for the judicious sharing of some information
* High tolerance with the ability to understand different outlooks on situations.
* Discretion and trustworthiness.
* Ability to think clearly in emergency situations.
* Sound judgement skills
* Ability to work both independently and as part of a team.
* Ability to monitor own competency and limitations and the ability to seek appropriate advice at an early stage

#### CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

**NOTES:**

This post is term-time only excluding inset days. Funding is available for 30 hours / 5 days a week, but we would consider applications from candidates wishing to work fewer hours or on a job-share basis

Current working hours are 8.30am – 3.00pm