



JOB DESCRIPTION

Job Title: School Counsellor
Grade: SO1 SCP 23-25
Reporting to: Health and Wellbeing Leader

Job Purpose:

The purpose of this role is to provide short term, evidence-based therapeutic interventions to pupils (aged 5-19 years). The successful individual is required to work flexibly, using a range of therapeutic interventions to meet the needs of the clients referred.

Job Description:

The main responsibilities of this role include:

- With the active participation of the student, implement a therapeutic program utilising a range of methods, which may include CBT in order to support clients to acquire skills to alleviate distress and enhance personal effectiveness.
- To work in accordance with British Association for Counselling and Psychotherapy (BACP) Ethical Framework and specifically BACP's Good Practice Guidance for Counselling in Schools
- To keep appropriate records and case notes in accordance with BACP guidelines
- To build strong, positive, effective relationships with all school staff and external agencies
- To promote understanding of the service, counselling and student concerns, whilst observing appropriate boundaries including confidentiality
- To maintain appropriate assessment and referral systems and contribute to decision-making on referrals into the service
- To evaluate outcomes of therapeutic work and gather feedback on the service
- To submit monthly statistics – student attendance records

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.

GORSE

- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Criteria	Essential/ Desirable
Qualifications	
• 5+ GCSE C/4 and above (or equivalent) including English and Mathematics	E
• Have or willing to work towards a relevant Level 3 qualification	E
• Relevant counselling qualification at diploma level or above that is sufficient to practice as a therapist/counsellor.	E
• Holds ongoing membership of an appropriate professional body.	E
• BACP/UKCP accredited or working towards this.	E
• Full driving licence and access to own transport.	D
Knowledge and Skills	
• An understanding of the particular factors and issues faced by children and young people in relation to the maintenance of good mental health and emotional well-being.	E
• Knowledge of initiatives, priorities and agendas facing staff working in children's services such as Early Help Plans, Children & Young People's Plan, Child Protection Plans etc.	E
• Knowledge of a wide range of evidence-based therapeutic interventions.	E
• Good IT skills.	E
• Good knowledge of Microsoft Office applications and experience using them in a professional environment.	E
• Communicates effectively at all levels, both verbally and in writing.	E
• Good organisational and planning skills, particularly in relation to own caseload, including record keeping and closing summaries.	E
• Understanding of equality and diversity.	E
• Knowledge of GORSE and The Gorse Academies	D
• Understanding of the challenges relating to a school-based counselling service.	D
• Understanding of school dynamics and the issues involved with working within schools	D
• Knowledge of GDPR	D
Experience	
• A minimum of 2 years post qualification experience as practitioner.	E
• Experience of counselling work with young people using therapeutic interventions.	E
• Experience of working to support the emotional wellbeing of young people aged 11-16 years.	E
• Experience of assessment, monitoring and evaluation of students and student work.	E
• Experience of working and contributing to core and full staff meetings.	E

GORSE

• Experience of providing a wide range of evidence-based therapeutic interventions to children and young people	E
• Experience of working within a school.	D
• Experience of liaising and networking with a wide range of agencies.	D
• Experience of carrying out risk assessments.	D
• Experience of working within a voluntary sector organisation.	D
• Experience of group work with children and young people.	D
• A minimum of 2 years post qualification experience as a CBT practitioner.	D
• Experience of counselling work with young people using CBT interventions.	D
Personal Qualities	E/D
• Able to work flexibly to meet the needs of the school.	E
• Able to travel independently within the locality.	E
• Student focused.	E
• Proactive/self-motivated.	E
• Works well within a team.	E
• Commitment to education, development and empowerment.	E
• Willing to work with volunteers/unpaid workers.	E
• Sympathetic attitude to people living in disadvantaged communities.	E
• Commitment to continued professional development of self and others.	E
• Able to work according to organisational policies and procedures.	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.