



WADDESDON

CHURCH OF ENGLAND SCHOOL

SCHOOL COUNSELLOR

JOB DESCRIPTION

Reporting to:	Senior School Counsellor
Role Objectives:	To provide counselling to the students of Waddesdon CE School.
Prescribed Duties:	<p>Core Role</p> <ul style="list-style-type: none">• To offer pupils individual counselling and occasional group support.• To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.• To attend school morning briefing at least once weekly <p>Safeguarding, confidentiality and record keeping</p> <ul style="list-style-type: none">• To manage disclosures and safeguarding issues ethically to ensure students' well-being and safety.• To be familiar with and part of the child protection process, up-to-date with the Keeping Children Safe in Education guidance, and to work in line with school policy.• To adhere to the school Code of Conduct.• To maintain records and write reports as requested.• To keep suitable case records on the counselling in a secure place. <p>CPD, Support and Communication</p> <ul style="list-style-type: none">• To work together with the Senior School Counsellor and whole school staff to promote an environment which enables the Waddesdon community to flourish individually and collectively.• To provide support and guidance for other staff members to in order to promote and extend the impact of in-school counselling.• To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents.• To provide consultation to staff whose role it is to support pupils in distress.• To liaise with the Senior School Counsellor on a weekly basis at least.

	<p>External work</p> <ul style="list-style-type: none"> • To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants. <p>Responsibilities associated with professional obligations</p> <ul style="list-style-type: none"> • To attend regular supervision with the senior counsellor. • To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation. • To engage actively in CPD. <p>This role will be part of the school's Appraisal and CPD policy.</p>
	<p>General Responsibilities</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care of own and other people's health and safety. <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>