



POST TITLE: Part-Time Student Counsellor	GRADE: 6
RESPONSIBLE TO: Assistant Headteacher- Head of Safeguarding	

Responsible for: No other Staff

Purpose of role:

Working within the general direction of the Assistant Headteacher and Safeguarding Support Officer, to ensure that students have a professional, confidential counselling service to enable students to access school life whilst dealing with emotional issues.

Principle Accountabilities:

- To provide a professional, confidential counselling service
- To liaise closely with educational colleagues and outside agencies on appropriate referrals and to meet with them when necessary
- To offer advice and support to staff in the management of student welfare and behaviour
- To provide a link between school and home and liaise with parents/carers where appropriate
- To keep confidential records
- To work with other professionals ensuring the needs of young people are being met
- To use professional judgement of information sharing and referrals to other agencies
- To work closely with nominated Designated Safeguarding Leads in school and to support members of staff to whom a disclosure may have been made
- To attend some open meetings with parents and prospective parents to explain the role and offer support
- To ensure regular, professional counselling supervision is received by postholder
- To be aware of and understand the school's policies and procedures
- To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Part-Time Student Counsellor	Essential (E) or Desirable (D)
Education/Qualifications	
Sound Level of Secondary Education	E
HND/Degree in Counselling	E
Evidence of relevant professional development and qualifications.	D
Experience	
Previous experience in counselling and work with young people.	E
Any voluntary work with young people which involves one to one interaction.	D
Specialist Knowledge	
BACP Code of Ethics (or Similar)	E
Child Protection	E
Knowledge of School policies (bullying, race and gender issues)	D
Behaviours	
Operates with integrity	E
Committed to continuous professional development	E
Committed to a team collaborative approach	E
Jobs related skills	
Ability to keep confidential records	
Ability to judge when to make appropriate referrals	
Skills	
Ability to relate in a non-judgemental way to both adults and students	E
Ability to remain calm	E
Ability to deal with harrowing disclosures	E
Ability to support members of staff to whom a disclosure has been made	E
Good communication skills with other agencies, parents/carers and staff	
Energy and Enthusiasm	E
Flexible approach to work	E
Positive & Reliable	E
Ability to carry out tasks given quickly and competently	E