



Job Description

Job Title :	Student Counsellor
Responsible to :	Deputy Headteacher – Ethos, Inclusion and Equality
Responsible for :	Counselling provision to St Cuthbert's students
Work Pattern:	37 hours per week, Monday-Friday – Term Time Only + 5 days
Salary:	NJC SCP 23 - 25 (pro-rata)

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

Key Responsibilities

Role Specific:

- In partnership with Pastoral and Farne staff, have a key role in the development and delivery of the school counselling service for all students.
- Be a key team member within our Pastoral system and Farne provision.
- Provide an effective personal counselling service for school students as identified/referred. This could be through EMDR/EBSA work or Counselling with a Psychodynamic focus amongst other things.
- Support the screening of and working with Neurodivergent students, and student who have experienced trauma.
- Operate within the NCSP and the B.A.C.P code of ethics, with particular reference to Supervision, Confidentiality and Record Keeping.
- Provide evidence of record keeping, maintaining records of confidential meetings where appropriate and producing monthly statistical returns.
- If required, deliver sessions to groups of staff and students on counselling, stress management, emotional wellbeing and related issues.
- Liaise with external agencies and refer students as appropriate
- Working in partnership with the other members of the Farne team, identify, order and maintain appropriate literature, material related to counselling.
- Use school systems (CPOMS/Class Charts) to record all interventions and provide information, statistics and reports as required by the line manager/senior manager.
- Actively promote the work of the Farne.
- Respond and meet with students in crisis referred by Pastoral staff to assess wellbeing/safety of student and need for referral.
- Attend training courses and internal and external meetings which are essential as part of your role within the Pastoral/Farne team.

Professional Practice

- Proactively participate in appraisal and continuing professional development (CPD) activities as required.



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- Reflect on, and evaluate the impact of continuing professional development activities on your practice
- Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.

School Responsibilities

- Support the school's mission, vision, values and strategic objectives, acting as a role model for learners.
- Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times.
- Value and champion diversity, equality of opportunity, inclusion and social equity.
- Work within health and safety guidelines and be aware of your responsibilities for health and safety.
- Adhere to all school policies and procedures, including data protection.
- Along with all members of school staff, manage the behaviour of learners.
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Embrace our values of Courage, Commitment, Compassion and Community and demonstrate these in day-to-day behaviours.
- Support our sustainability strategy to reduce our environmental footprint.
- Be aware of, and responsive to, the changing nature of the school and adopt a flexible and proactive approach to work.
- Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the school catchment area.

Any other reasonable request made by the Headteacher and Line Manager commensurate with the grade and nature of the post.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____