

JOB DESCRIPTION

JOB TITLE:	Trust Counsellor
RESPONSIBLE TO:	School Improvement Partner for SEND
LOCATION:	Central Team
SALARY GRADE:	KR 8
HOURS:	26 hours (4 days)

PURPOSE OF THE POST:

To provide an independent and confidential counselling service to students across the Trust, responding to their personal, social, emotional or educational concerns. To support colleagues through the supervision offer within the Trust.

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities

- Provide one to one counselling sessions to students.
- Communicate with and listen to students, identify obstacles to progress, and work together to overcome them, enabling them to connect with support services, teachers, parents, and others if appropriate.
- Identify and communicate special needs and mental health challenges.
- Consult with parents or teachers on appropriate strategies, communication methods, and obstacles.
- Intervene in dangerous, challenging, or stressful situations to provide a peaceful, safe environment.
- Maintain confidentiality in accordance with BACP practice guidelines – other than in circumstances where it may be appropriate to disclose information.
- Implement a robust referral and case management system to ensure all students can access appropriate counselling support within a timely manner.

	<ul style="list-style-type: none"> • Liaise where appropriate, and with the student's consent, with other members of school staff regarding issues which may be impacting on their wellbeing or education. • Liaise with and make referrals where appropriate, and with the student's consent, to other agencies (such as CAMHS) • Liaise with the designated safeguarding lead as required with respect to risk and safeguarding issues. • Plan and facilitate a range of small group / drop in sessions on topics relevant to supporting the wellbeing of students (i.e. conflict resolution, anger management and self-esteem) • Develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in young people • Evaluate the effectiveness of counselling provision, making recommendations for service developments and providing feedback to Head Teachers and the Executive Leadership Team • Provide basic guidance and support to school staff to assist them in supporting students experiencing emotional distress • Foster a culture of student wellbeing throughout the Trust's schools and by actively promoting counselling and wellbeing initiatives. • Maintain comprehensive confidential case records and keep these secure • Work at all times within the ethics and guidelines of the BACP (British Association for Counselling and Psychotherapy)
<p>General</p>	<ul style="list-style-type: none"> • Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding the welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all

	<ul style="list-style-type: none"> • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the School Improvement Lead for SEND with the agreement of the post holder.
<p>Data Protection Responsibilities</p>	<ul style="list-style-type: none"> • Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018. • Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs). • Support the processing of subject access requests (SARs). • Attend data protection training as required. •

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES	Essential/ Desired
Qualifications	<ul style="list-style-type: none"> Recognised counselling qualification at Diploma Level (level 4) or Advanced Diploma Level (level 5) BACP registration or UKPC registration 	E E
Experience	<ul style="list-style-type: none"> Proven post qualification experience working as a counsellor Experience managing a counselling caseload Successful experience of engaging children / young people in counselling Experience of working in partnership with a range of internal / external stakeholders An understanding of the developmental, emotional, social and educational issues of children and young people Knowledge of local agencies supporting the wellbeing of students / young people – i.e. CAMHS Service Knowledge of school safeguarding and child protection protocols Ability to form a therapeutic relationship of trust and respect with students within appropriate counselling boundaries. Ability to maintain professional and confidential case records. 	D D D E E D E E E
Other skills and abilities	<ul style="list-style-type: none"> Negotiation and problem-solving skills. Good presentation skills, both written and verbal. Good organisational skills. Able to work as a team member. I.T skills e.g. Keyboard and word processing skills 	E E E E E E

	<ul style="list-style-type: none"> • Ability to travel to schools across the Trust as required. • Positive communication and listening skills • Patience, tolerance and sensitivity • Empathy and a non-judgmental approach • Ability to take personal responsibility for organising day to day workload. • Ability to work independently and proactively. • Ability to demonstrate discretion and an understanding of the confidentiality issues in providing counselling. 	<p>E E E E E</p>
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Postholder's signature:

Postholder's name:

Date: