

**JOB DESCRIPTION**

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| **Job title:** | Counsellor |
| **Responsible to:** | Head of School (External Supervision) |
| **Grade:** | NJC Scale PO2 Point 29 - 32 |
| **Contract:** | Permanent pending successful completion of probationary period |
| **Hours:** | 36 hours per week term-time including 5 Inset Days |
| **Job purpose:** | To provide a professional and confidential counselling service to pupils, in order to promote emotional health and well-being and enable them to develop a resilience to help them cope with the difficulties they face.  To work closely with the Senior Assistant Head Teacher and SEMH team in order to coordinate and implement strategies for counselling support.  To provide support to staff and supervision to key teams to ensure their wellbeing.  To line manage the SEMH Lead to provide professional advice and support to the whole school approach. |
| **Special consideration:** | Hold a clear Enhanced DBS check |

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| **Key duties and responsibilities:**  1.To offer pupils individual counselling and support.  2. To work with a diverse range of issues meeting the students where they are at.  3. To uphold good practice as described by the BACP ethical guidelines, including engaging with external supervision.  4. To work collaboratively in professional consultations with staff, parent/carers, general practitioners, psychiatrists, mental health workers, social workers, school nurses and educational psychologists.  5. To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.  6. To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health, supporting the whole school ethos.  7. To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action, including leading projects or launching group work.  8. To attend meetings or discussion sessions with parents/carers if asked and as appropriate within agreed confidentially guidelines.  Safeguarding  9. To work with the Designated Safeguarding Lead and liaise with external agencies and parents/carers to support pupils and students.  10. To play an active role in Safeguarding children adhering to school policies  11. Working in consultation with other school staff regarding the school child protection policy and related safeguarding documents.  12. To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached)  Collaboration with school staff/external agencies  13. To provide consultation and training to staff whole role is to support pupils/students in distress  14. To liaise with the wider school network including attending Team around the Child meetings.  15. To liaise, where appropriate and with the pupil’s consent, with members of staff  16. To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants  Record keeping, reporting and assessment  17. To keep suitable case records on counselling in a secure place  18. To report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting.  19. To be responsible for producing an annual report, including writing an annual review that reflects current trends and the counselling services’ performance and sharing the report with the Senior Leadership Team and Governors.  20. To ensure continued compliance with BACP Registrations and Accreditation schemes.  21. To undertake regular evaluation and monitoring of all aspects of the clinical delivery of counselling and where appropriate make or recommend changes. This will include reviewing operational policies for the counselling service.  Professional Development  22. To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.  23. To be responsible for their Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD)  24. To attend INSET days as required and to participate in the school’s annual Performance Appraisal System  Management  25. To hold responsibility for all counselling activities.  26. To devise and, where appropriate, deliver a programme of training to support and develop the counselling service  27. To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.  Supervision  28. To be arranged and undertaken monthly by the school counsellor and charged to the school  Trust   1. Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish 2. Promote the safeguarding and welfare of children and young people; Complying with the Trust’s policies and procedures (e.g. equal opportunities and health and safety) 3. Ensure high standards of behaviour and dress are maintained. 4. Attend Trust/Academy briefings, meetings and events as required by the Executive Principle or Headteacher.   Additional duties  You may be required to carry out additional duties, as the Executive Principle or Headteacher may reasonably request, which are commensurate with the post. |