

Job Description

Job title: Counsellor

Reports to: Senior Leadership Team

Location: Leigh Academy Minster

Job purpose

To provide individual and group support for pupils experiencing a complex and wide range of social, emotional and mental health needs.

General responsibilities

- Provide a high quality counselling and therapy provision to pupils experiencing a complex and wide range of emotional difficulties.
- Provide support, guidance and advice to other members of staff within the school
- Meet regularly with and report to the SENCo through the line management structure.
- To keep and maintain accurate records of sessions, including impact and any further actions.
- To produce reports as directed through line management.
- Use a range of data to measure impact and present to the AEN Team.
- Contribute fully to the Inclusion Team, including feedback on pupils' progress and impact of sessions
- Develop personalised programmes which reduce/remove barriers to learning.
- Use a range of therapeutic techniques/interventions to support students in accessing learning and developing emotional literacy/resilience, ensuring a flexible approach.
- Provide clubs and activities to promote good mental health and wellbeing during unstructured times. Contribute to the safeguarding and promotion of welfare and personal care of children and young people. Promote mental wellbeing of all students through contributing to the whole school approach.
- Contribute to the development of mental health and wellbeing resources.
- Play an active role in the wider life of the school.
- Build positive working relationships with families.
- Provide wellbeing provision for staff.
- Develop positive working relationships with other agencies and actively seek opportunities to develop links. Promote the vision, mission and values of Leigh Academy Minster.
- Undertake all tasks as directed by the Principal.

Requirements

- To attend meetings as appropriate.
- To attend relevant CPD.
- To maintain highly effective communication and good relationships with all stakeholders.
- To adhere to the Academy's policies and established procedures.

Confidentiality

- Required to observe strict confidentiality in relation to all matters.
- A commitment to, and up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.