



Job Description

Job Title: School Counsellor / Designated Safeguarding Lead

Salary: Future Schools Trust Scheme Grade 8

Responsible to: Deputy Head Teacher/Safeguarding Lead

1. Purpose:

To provide excellent counselling to the school and to positively contribute to the wellbeing and attainment of students across all year groups.

2. Accountability:

- To offer young people individual, or group counselling.
- To carry out assessments of young people referred for counselling, and advise on suitability to work with appropriate staff in school, or to be referred to external agencies, including CAMHS.
- To provide relevant information and advice to staff to support students with emotional distress.
- Provide support for disadvantaged students.
- Attend and chair multi-agency Meetings, taking an active role in preparation and follow-up, working alongside other professionals.
- Work within counselling guidelines on client confidentiality, safeguarding and child protection.
- Keep appropriate case records on the counselling secured.
- Keep up to date on developments in counselling for young people.
- Support the DCPO, Liaise with social services/Police and Health professionals.
- Keep all CP files secure, up to date and in good order.
- Support the SENCO and Pastoral Teams with evidence for external referrals.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SMT/Line Manager.

3. Designated Safeguarding Lead

Where the postholder is required to undertake the role of DSL, an additional appendix will be attached to this job description detailing the responsibilities of that role.



4. Person Specification:

- Proven ability to build relationships with young people, including those not interested in engaging.
- Relevant counselling qualifications and experience.
- An understanding of the developmental emotional, social and educational issues of children and young people.
- Proven record of successful counselling work with young people, showing a wide range of presenting issues including (but not only) bullying, low self-esteem, self-harm, suicidal thoughts and feelings, anxiety, panic attacks, ASD, anger, confrontational behaviour, transitions, bereavement and eating disorders.
- Proven ability to build supportive and positive relationships with colleagues and parents.
- Able to use feedback constructively, and to offer feedback as appropriate to students, Parents, colleagues, line manager and other professionals.
- Capacity to be warm and empathic.
- Ability to use own initiative
- Flexible, organised and efficient.
- Ability to work under pressure.

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.



Designated Safeguarding Lead – Job Description

This job description should be used as an appendix to any job description held by staff who are designated safeguarding leads.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children’s social care and:
 - The designated officer(s) for child protection concerns (all cases which concern a staff member)
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
 - Police (Cases where a crime may have been committed).
- Liaise with the Principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

The designated safeguarding lead should receive appropriate training carried out every two years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the Trust’s child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in needs, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.



Raising Awareness

The designated safeguarding lead should ensure the Trust's policies are known and used appropriately:

- Ensure the Trust's safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Responsible for providing all statutory and Ofsted recommended training for staff e.g. required child protection training, prevent training.
- Ensure the safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.