



Job Description – Counsellor/Psychotherapist

- Place of Work:** West Heath School, Sevenoaks, TN13 1SR
- Hours of Work:** 08:30 – 15:30, 32.5 per week Monday to Friday
39 Weeks Per Year (Term Time)
- Accountable to:** Head of HEART & Therapy

Main Purpose of the role:

All the children at the West Heath School have "failed in" or been "failed by" other schools. The purpose of our school is to rebuild damaged personalities with education and academic achievement being the ***means to this end, rather than the end itself.***

Unlike a mainstream school, success here is not judged by examination results. More importantly, your success as a therapist should be judged by your contribution to our students developing a sense of wholeness, a positive self-image and making progress in overcoming their particular difficulties. Our ethos is based around the 4 Rs: responsibility, resilience, respect and relationships and all employees must support and promote this ethos.

This role's purpose is to work holistically with the other departments of the school (both onsite and offsite) to support student's wellbeing by helping students discuss their problems, thoughts and feelings in a confidential setting, including helping students adjust to the culture of the school, completing administrative tasks and working with school staff to create a supportive environment. This role will be based partially on-site and partially at local colleges as part of our Sixth Form offer.

Main Duties and Responsibilities

- To respond to and evaluate referrals for student counselling intervention.
- To provide age appropriate counselling designed to support emotional wellbeing for individuals
- To manage a caseload and maintain confidential client records and counselling information on students as appropriate
- To work as part of a multi-discipline team by providing advice, guidance and training to staff on supporting pupils both socially and within the curriculum.
- To support social and academic achievement by helping students develop confidence, resilience and motivation.
- To provide support for students by building non-judgemental relationships of trust and respect.
- To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
- To provide support, guidance and advice to parents, carers and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.

- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- To liaise with the Designated Safeguarding Lead as/when required.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To work with the Head of HEART and Therapy to continually review and evaluate the service.

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Head of HEART and Therapy
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Qualifications and experience required for this role:

See - Person Specification



PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	<p>Accredited membership of relevant professional body e.g. BACP, UKCP, NCS.</p> <p>Recognised Counselling/Psychotherapy qualification.</p>	<p>Additional specialist qualifications e.g. EMDR, Transactional Analysis</p>	<p>Certificate Membership documentation Application form</p>
2. Experience	<p>Working with adolescents/ young people, families and colleagues as a Counsellor/ Psychotherapist.</p> <p>Understanding of professional ethics and their application into practice.</p> <p>Evidence of CPD.</p> <p>Understanding a wide range of social emotional and mental health issues in children and young people</p>	<p>Working in a SEMH environment.</p> <p>Working in a school setting.</p> <p>Attachment Aware/Trauma Informed</p>	<p>Application form Interview</p>
3. Knowledge and skills	<p>Ability to work closely with young people in a professional and empathetic manner.</p> <p>Good verbal and written communication skills.</p> <p>Knowledge and understanding of safeguarding</p>	<p>Good record keeping.</p>	<p>Application form Interview questions Presentation</p>
4. Competence	<p>Efficiency, high levels of integrity and professionalism.</p> <p>Strong communication and listening skills.</p> <p>Ability to prioritise workload</p>		<p>Interview questions Presentation</p>
5. Personal Qualities	<p>Reliability, honesty, flexibility, a positive attitude.</p>		<p>Interview questions Presentation</p>

	Work both independently and as part of a larger group both within and outside of the school		
6. Other	Full driving license and own car		Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.