**The Pathway Academy Trust**

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| **School(s)** | **The Pathway Academy Trust** |
| **Name:** |  |
| **Job Title:** | **Trust Counsellor** |
| **Grade:** | **KR9** |
| **Responsible to:** | **Executive Leadership Team and Head Teachers** |

**Purpose of the Job:**

To provide an independent and confidential counselling service to students across the Trust, responding to their personal, social, emotional or educations concerns.

**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
* 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)

GENERAL

* 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
* 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 Head Teacher with the agreement of the post holder.

*It is expected that the postholder will attend professional supervision meetings with an appropriately qualified practitioner to support professional practice (this is to be undertaken outside of the postholder’s contracted hours but will be paid for by the Trust*)

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

Job Holder…………………..…………………………………………….. Date ……………………….

CEO…………...……………………………………...………………….... Date…………….…………..

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**Person Specification:** Trust Counsellor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Recognised counselling qualification at Diploma Level (level 4) or Advanced Diploma Level (level 5) * BACP registration or UKPC registration |
| **EXPERIENCE** | * Proven post qualification experience working as a counsellor * Experience managing a counselling caseload * Successful experience of engaging children / young people in counselling (desirable) * Experience of working in partnership with a range of internal / external stakeholders |
| **SKILLS AND ABILITIES** | * Ability to form a therapeutic relationship of trust and respect with students within appropriate counselling boundaries * 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 * Ability to maintain professional and confidential case records |
| **KNOWLEDGE** | * 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 |