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|  | **School Counsellor** |
| Role Title | School Counsellor |
| Job Purpose- general | * The role of the School Counsellor is to provide in school support to students who need it. This can be via one off one to one counselling sessions, a programme of one to one counselling, or group therapy sessions. The school counsellor can also provide a triage service and give advice on referring students on when it is evident that more specialised or longer counselling support ids required. One off/triage report can also be given to staff where appropriate.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Leadership and Pastoral staff.
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| Job Purpose - specific | * To offer pupils individual counselling and support on a short term (one off) or medium term (about six weeks) basis
* To lead group sessions for students
* To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
* To correspond with other external agencies with a view to easing referrals and accessing specialist consultants
* To keep suitable case records on the counselling in a secure place, 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
* To refer child protection issues to the school’s Designated Safeguarding Lead
* To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
* To create and regularly evaluate the counselling referral process alongside line manager
* To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
* To offer one off counselling sessions to staff if required/appropriate.
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| Line Manager | *Accountable to/line managed by:*A Head of Year |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 7 |
| Name |  |
| Signature |  |
| Date |  |