

## SILS Job Description

<b>Job Title:</b>	School Counsellor (or Psychotherapist)	<b>School Name:</b>	Southwark Inclusive Learning Service
<b>Grade and Range:</b>	Hay Grade 9 scp 32 - 39	<b>Hours:</b>	Part Time (0.4 or 0.6 FTE)
		<b>Working Pattern:</b>	Term Time only
<b>Reports to:</b>	Headteacher	<b>Supervises:</b>	None

### **Reporting to**

As a member of the non-teaching staff, the School Counsellor's (or psychotherapists) line manager will be the Headteacher, although day to day responsibility will be to the Deputy Head.

### **Principal Contacts**

There will be fortnightly meetings with the Deputy Head.

### **Job Purpose**

The School Counsellor (or psychotherapist) will provide a counselling / therapeutic service to the pupils and staff of SILS.

### **Key Responsibilities**

- To offer pupils and staff individual counselling and support
- 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 provide consultation to inclusion staff and others whose role it is to support pupils in distress
- To liaise with the senior management team
- To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants e.g. CAMHS, Soc Care, YOT, etc.
- To keep suitable case records on the counselling in a secure place
- To attend regular supervision with a suitably qualified supervisor
- Working in consultation with the School safeguarding and child protection policies
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
- To 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 perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
- To devise and, where appropriate, deliver a programme of CPD - training to support and develop staff and parents understanding
- To contribute in meetings, (including briefings and multi agency) as a supportive member of the school team.
- To attend student progress review days and other relevant meetings
- To provide progress or termly reports on referred pupils
- To review and evaluate the service

- **PERSON SPECIFICATION**

**Education/Qualifications**

- ☐ Post-graduate Diploma or Masters level in Counselling or Psychotherapy
- ☐ BACP Accreditation, UKCP registration or BPC
- ☐ Further therapeutic training or qualification in working with children and young people

**Knowledge**

- ☐ An understanding of the developmental, emotional, social and educational issues of children and young people
- ☐ An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds
- ☐ Knowledge of local mental health and CAMHS Service
- ☐ Knowledge of the Children's Act and legislation pertaining to children

**Experience**

- ☐ Minimum of 2 year's post qualification experience
- ☐ Minimum of 1 year's experience of working with children and young people
- ☐ Experience of working with adult clients
- ☐ Experience of facilitating groups
- ☐ Experience of working as part of a multi-disciplinary team

**Skills and Abilities**

- ☐ Good written and verbal communication skills
- ☐ Ability to work independently, manage own caseload and use initiative
- ☐ Ability to work under pressure
- ☐ Flexibility to work with a developing organisation
- ☐ Ability to work with change
- ☐ An interest in ongoing professional development
- ☐ Positive communication and listening skills
- ☐ Patience, tolerance and sensitivity
- ☐ A mature and non-judgemental outlook
- ☐ Enthusiasm

**Professional responsibilities**

- The job description encompasses the above statements, but the school counsellor (or psychotherapist) should be willing to undertake any other tasks which the Head teacher might reasonably require.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- SILS is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Criminal Bureau Records check at the enhanced level

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*