

 **School Counsellor**

 **Full time, Term time Permanent**

**Closing Date: 22 March 2018**

**Required as soon as possible**

**Pride & Professionalism Relationships Integrity Aspirations Social Justice Empowerment & Accountability**

**Every student ready for University, Every student a leader**

**Job Description**

**JOB TITLE: School Counsellor**

**SALARY: £23,398 plus London weighting £2000 (Will be Pro rata to reflect the number of weeks worked)**

**Core Purpose**

To provide an independent and confidential counselling service to students through individual sessions, responding to their personal, social, emotional or educational concerns; and to contribute to the whole school’s pastoral provision as required.

**Main Responsibilities**

To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of students;

To support the SLT links and Heads of Years in engaging students in discussing Mental Health and Wellbeing which may include running assemblies and student focus groups and to be a presence around the school;

To maintain confidentiality (except in those circumstances, in line with BACP practice and the school’s Safeguarding procedures, where this should be breached);

To uphold good practice as described by the BACP ethical guidelines.

To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD);

To make referrals and/or liaise, where appropriate and in line with the school’s Safeguarding procedures, to/with other agencies, members of staff and other professionals as appropriate to ensure the effective operation of the service and to provide the necessary support for individual students;

To maintain appropriate clear and concise records of all meetings and to keep these secure;

To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action;

*All post holders are accountable through the Academy Performance Management Policy.*

*The Governors and Principal are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

**Note: This job description is not prescriptive and may be changed, in consultation with the post holder, to meet the changing needs of the Academy. This job description does not form part of any Contract of Employment. It describes the duties which the post-holder is required and expected to perform.** **This is a whole academy role.**

**Person Specification**

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| Specification | Essential | Desirable  |
| **Education/training** | BACP Accreditation, UKCP registration or BPC Further therapeutic training or qualification in working with children and young people  | Post-graduate Diploma or Masters level in Counselling or Psychotherapy |
| **Experience** | Minimum of 2 years’ post qualification experience Minimum of 1 years’ experience of working with children and young people  | Experience of working in a school environment  |
| **Skills/attributes** | Excellent interpersonal skills to communicate effectively at all levels. Good written and verbal communication skills Ability to work independently on own initiative to plan and evaluate, managing a varied caseload with an ability to work under pressure Positive communication and listening skills Work well both individually and as part of a team to make a difference Patience, tolerance and sensitivity A mature and non-judgemental outlook  |  |
| **Knowledge** | An understanding of the developmental, emotional, social and educational issues of 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, including Keeping Children Safe in Education September 2016.  |  |

The Crest Academy is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

This appointment is subject to a clear DBS check to an enhanced level.

**Closing date: 22nd March 2018**

Please download the application form from our website at The Crest Academy <http://thecrestacademy.org/about-us/staff-vacancies/>

**Please return completed applications to** thecrestacademyhrhelpdesk@e-act.org.uk