

**Queensmead School**

**VOLUNTEER COUNSELLOR/PSYCHOTHERAPIST**

**Job Description**

**Responsible to: Assistant Head Teacher**

The role of the Volunteer Counsellor / Psychotherapist is to:

* Offer support to individual pupils within the School

**Responsibilities and Reporting**:

The Volunteer Counsellor / Psychotherapist will:-

* Report to a member of the Leadership Group
* Liaise with Heads of Year, the Special Educational Needs Department and other relevant members of the pastoral team, within the bounds of confidentiality
* Provide professional help to pupils to help them to understand their feelings, helping them to feel stronger and helping them to find a better way of dealing with challenging situations
* Be available to pupils who have a range of issues, including but not limited to:
* Difficulties concerning personal identity
* Behaviour difficulties
* Difficulty in attending school
* Debilitating emotional states
* Social factors
* Psycho-physiological difficulties
* Difficulties related to academic and vocational concerns
* Be based on the school premises at all relevant times. The day and timings of appointments will be discussed
* Make their own appointments (for on-going clients) and in consultation with Heads of Year
* May take pupils on as private patients if they need more than the sessions provided by the School, with the agreement of parents
* Discuss and agree the allocation of time with Line Manager

**Confidentiality**

* The Volunteer Counsellor / Psychotherapist must protect the pupils' rights to privacy but will always suggest that they will best be helped if their parents and pastoral staff know that there is a concern and what that concern is
* Only if any form of child protection issue (such as abuse) arises, is the Volunteer Counsellor / Psychotherapist expected to break with confidentiality. Otherwise, it is the pupil's choice whether or not anyone else is informed that they have visited the Volunteer Counsellor / Psychotherapist and what the details of the discussion were

**Record Keeping**

* The Volunteer Counsellor / Psychotherapist will be expected to keep records about the number of pupils seen each week and the number of hours of face-to-face contact
* Liaising with the School Counsellor, a termly report outlining the counselling work completed will be submitted to a member of the Leadership Group
* The Volunteer Counsellor / Psychotherapist would also keep their own personal records which would be confidential, but available to the School should a complaint be made or other matters arise which demanded the sharing of information