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| **C:\Users\aotoole\OneDrive - Lea Valley Academy\My Work\Anna-Louise EA 2019 -  2020\School\Logos\EAT_Academy_Logo_2019 from J Wilson - 5 11 19.jpg** | **LEA VALLEY ACADEMY**  **JOB DESCRIPTION** |
| **Date:** | January 2018 |
| **Owner:** | MLLP & UPJ |

**Post Title: Lead Counsellor**

**Grade: To be evaluated**

**Hours: 36 hours per week, 40 weeks per year (term time plus 1 week)**

**Responsible to: Director of Inclusion, Ultimately the Executive Headteacher**

**Purpose of the Role:** To provide all the duties expected of a school counsellor AND take lead responsibilities in working with the Director of Inclusion/EP to develop and maintain a high quality counselling service for the whole school that enhances the mental health and wellbeing of all pupils.

**Lead Duties to include:**

**Counselling**

* To offer pupils individual counselling and support.
* To provide clinical supervision for volunteer and paid counsellors
* To work with a diverse range of complex 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 uphold and promote good practice as described by the BACP ethical guidelines.
* To ensure all counsellors, including volunteers, perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
* To take the lead in professional consultations with staff, parent/carers and external practitioners. Where necessary to attend and/or chair TAF meetings and CP meetings
* To deputise for the EP where necessary and lead the EP&CS in team meetings
* To promote the design of a caring and supportive environment, conducive to successful counselling
* To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
* To attend meetings or discussion sessions with parents
* To have a strategic overview of how counselling resources are being deployed in the school, including active caseloads, ongoing group work and waiting times and any other commitments relevant to the delivery of the counselling service.
* To be responsible for producing an annual report, including writing an annual review that reflects current trends and the counselling services performance, and presenting the report to the Senior Leadership Team.
* To provide clinical supervision for volunteer/paid counsellors

**Collaboration with school staff/external agencies:**

* To liaise with the pastoral management team.
* To provide relevant information via the AHT Inclusion in advance of the Multi Agency meetings.
* To liaise, where appropriate and with the pupil’s consent, with members of staff.
* To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.
* To manage a Peer Listening Scheme
* To induct newly qualified teachers in to how the school counselling service works and represent the counselling service as required at meetings.
* To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.

**Safeguarding:**

* Working in consultation with the school child protection policies.
* To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
* To keep suitable case records on counselling in a secure place.

**Record keeping, reporting and assessment:**

* 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.
* Responsible for assessing risks and health and safety issues for the counselling personnel and advising the Deputy Head (SEW) on such matters.
* To undertake regular evaluation and monitoring of all aspects of the clinical delivery of counselling and where appropriate make or recommend changes. This will include reviewing operational policies for the counselling service.

**Professional Development:**

* To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.
* To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).
* To attend regular supervision with a suitably qualified supervisor (a contribution to the costs will be made by the School).
* To attend INSET as required and to participate in the school’s annual Performance

**Management:**

* To hold overall responsibility for all counselling activities at the Edmonton County School and provide leadership and direction to the team of counsellors.
* To be involved in the recruitment, induction and development of all employed counsellors, counsellors on placement and volunteers.
* To devise and, where appropriate, deliver a programme of training to support and develop the counselling service.
* To manage other counsellors’ caseloads, ensuring that the complexity and difficulties of the pupils needs is matched with the counsellor’s expertise.
* To provide clinical supervision and training to all school counsellors.
* To maintain an overview of the caseload and effectiveness of all counsellors and the day to day compliance of counselling personnel in accordance with the school policies and procedures and the BACP’s professional code of conduct.
* To work with the Director of Inclusion/EP to ensure levels of counselling personnel keep pace with the demand for the service.

1. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
2. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher or line manager.

Employee Signature…………………………………………………………. Date…………………………………….

Line Manager Signature…………………………………………………. Date…..………………………………..

*Edmonton Academy Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*