



# **Rushcliffe School**

**An Academy Specialising in Science**

*"Giving everyone the chance to shine brightly"*

## **Job Description**

Post: School Counsellor

Grade: NJC7-11

Responsible to: Safeguarding Officer

Hours of Work: 37 Hours per week. Term Time Only

Please note that there is an expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people.

### **Job Purpose**

Provide a professional and confidential counselling service for young people within the school to contribute to the promotion of good emotional health and wellbeing. Develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in young people, whilst supporting them with their concerns. Initiate training to the wider school community, if considered appropriate.

### **Key Responsibilities**

- To assess the appropriateness of counselling for students.
- To offer pupils individual counselling and support. To explore their feelings and look at how they might want things to be different, cope with changes and offer time and space to think about worries or difficulties.
- To work with a diverse range of issues including bereavement and loss, eating disorders and self-harm, depression, anger management, anxiety and fears.
- To deliver small support group workshops covering a range of issues.
- To provide consultation to staff whose role it is to support pupils in distress.
- To liaise with the Safeguarding Officer, School Nurse and Heads of Year and with personnel from other agencies with a view to completing referrals in order to access specialist agencies, such as Harmless, CAMHS, Children's Bereavement Centre.
- To keep suitable case records on the counselling in a secure place.
- To attend regular supervision with a suitably identified, qualified supervisor
- Working in consultation with the School Safeguarding / Child Protection policies.
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.

- 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 review and evaluate the service.

### **Other Responsibilities**

- To promote the safety of pupils in accordance with the school's Safeguarding Policy, responding to disclosure and reporting to the relevant lead professional.
- To take part in the school performance management system, evaluating one's own performance and planning and carrying out personal professional development.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake any other tasks which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation. This job description does not form part of your Conditions of Service.

This job description is subject to regular review and appropriate modification.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PERSON SPECIFICATION  
SCHOOL COUNSELLOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 year's post qualification experience (BACP, UKCP or equivalent)</li> <li>• Minimum of 1 years' experience of working with children and young people</li> <li>• Experience of facilitating groups.</li> <li>• Experience/further qualification in working with children, young people and families.</li> <li>• An understanding of the developmental, emotional, social and educational issues of children and young people.</li> <li>• An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.</li> </ul>	Professional accreditation
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current Child Protection / Safeguarding practice.</li> <li>• Experience of working in school context.</li> <li>• Knowledge of local mental health and CAMHS Service</li> </ul>	Knowledge of secondary education system
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to liaise/consult, as appropriate, with a wide range of professionals and agencies as well as students and parents.</li> <li>• Ability to present material on counselling work to groups of staff.</li> <li>• Ability to maintain clear, up-to-date notes.</li> <li>• Ability to advocate on behalf of students.</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• An ability to establish and maintain helping relationships with students.</li> <li>• Commitment to work co-operatively with colleagues and other professionals.</li> <li>• An ability to work confidently on own initiative.</li> <li>• Positive communication and listening skills</li> <li>• Patience, tolerance and sensitivity</li> <li>• A mature and non-judgemental outlook</li> <li>• Adherence to ethical guidance of relevant professional organisation e.g. BACP, UKCP.</li> <li>• Commitment to confidentiality</li> <li>• Commitment to pursue continuing professional development.</li> <li>• Commitment to attending appropriate clinical supervision sessions.</li> <li>• Enthusiasm</li> </ul>	Ability to work additional hours if called upon to do so.

