**Prospect School**

**Job Description**

**School Counsellor**

Responsible to: Deputy Head

Responsible for: School Counselling & Child Protection

Salary Scale: NJC Scale 6

Working time: 37 hours per week – 8.00 a.m. to 4.00 p.m. – Term time only

**Job Purpose:**

To provide a professional counselling service & be the Child Protection Officer within Prospect School, reporting to the Deputy Head.

**Qualifications:** the successful candidate must have a Counselling qualification at diploma or equivalent recognised by the British Association of Counsellors and Psychotherapists (BACP)

**Principal responsibilities:**

**Counselling**

* To be the key lead for developing and maintaining a high-quality counselling service for the whole school, that enhances the mental health and wellbeing of all pupils.
* To offer pupils 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 uphold good practice as described by the BACP ethical guidelines.
* To take the lead in professional consultations with staff, parent/carers, general practitioners, psychiatrists, mental health workers, social workers, school nurses, home-school link workers, hub workers and educational psychologists.
* To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
* To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health.
* 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 if asked and as appropriate within agreed confidentiality guidelines.

**Safeguarding:**

* To be the Child Protection Officer for Prospect School.
* To be the initial point of contact for Child Protection concerns, investigating concerns that have been raised.
* To work with the Designated Safeguarding Lead (Deputy Head) and liaise with external agencies and parents to support students.
* To liaise with social services and attend TAF, Core group and conference meetings where necessary.
* To play an active role in Safeguarding children adhering to school policies.
* Working in consultation with other school staff regarding the school child protection policies.
* To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).

**Collaboration with school staff/external agencies**

* To provide consultation and training to staff whose role it is to support pupils in distress.
* To liaise with the Heads of Year and Key Stage Hubs.
* To provide relevant information via the Deputy Head 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 induct newly qualified teachers into 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.

**Record keeping, reporting and assessment:**

* To keep suitable case records on counselling in a secure place.
* 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 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 ensure continued compliance with BACP registrations and Accreditation schemes.
* 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 Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).
* To attend INSET as required and to participate in the school’s annual Performance Management System.

**Management:**

* To hold responsibility for all counselling activities at Prospect School.
* To devise and, where appropriate, deliver a programme of training to support and develop the counselling service.
* To work with the Deputy Head to ensure levels of counselling personnel keep pace with the demand for the service.
* To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils
* To undertake any other duties reasonably requested by the Deputy Head

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

**Prospect School**

**Job Description - School Counsellor**

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

In due course, we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked ‘Essential’ must be demonstrable at the point of interview.

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| **Qualities and Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Qualification in work linked with children and young people |  |  |
| Counselling qualification at diploma or equivalent recognised by the British Association of Counsellors and Psychotherapists (BACP) |  |  |
| **Experience** |  |  |
| Good counselling practice as described by the BACP ethical guidelines |  |  |
| An understanding of issues linked to confidentiality |  |  |
| Current research to identify trends and patterns |  |  |
| An awareness of Child Protection issues |  |  |
| **Skills/Ability** |  |  |
| Ability to communicate effectively with children and adults at all levels |  |  |
| ICT competent |  |  |
| Ability to analyse data |  |  |
| An understanding of working as part of a team, including external agencies and parents |  |  |
| Willingness to take responsibility for continued professional development |  |  |

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| **Personal Skills** |  |  |
| Enthusiasm |  |  |
| Ability to cope with stressful situations |  |  |
| Able to use own initiative and work alone when necessary |  |  |
| Able to work flexible hours if required |  |  |
| **Legal Requirements** |  |  |
| Fully Enhanced CRB clearance is required. |  |  |