



LAURUS

TRUST

Job Description & Person Specification

Trust Counsellor & Wellbeing Lead



Job Title : Trust Counsellor & Wellbeing Lead
Scale : LTA

Reporting Arrangements

Reporting to : Deputy Head of School
Accountable for : N/A

Job Purpose

- To provide a counselling service for individual students across the Trust.
 - To work with students in small groups on aspects of wellbeing including mindfulness, alleviating exam stress and strategies for improving their self-esteem.
-

Main Responsibilities

1. Counselling and Training

- Provide a confidential counselling service for students across the Trust.
- Deliver training to staff on aspects of mental health and wellbeing.
- Work closely with the Pastoral Teams at each school to create a positive culture regarding mental health issues and raising awareness.

2. Intervention Work

- Work with students in small groups on aspects of wellbeing including mindfulness, coping with exam stress and improving self-esteem.
- Contribute to the wider PHSE curriculum regarding mental health. This will involve contributing to the tutor time and assemblies programme of events.
- Plan, deliver and evaluate specific projects.
- Provide regular reports for a wider audience including governors and trustees on aspects of counselling and mental health.
- Effectively assess students and then effectively manage the case load appropriately.

3. General

- Ensure that the service provided adheres to current legislation and any new developments.
- Accurately maintain and securely store all records.
- Work collaboratively with the Pastoral Team and other agencies such as HYMS.
- Participate in any relevant in-service training.
- Attend meetings with parents, peers, management and others as appropriate.
- Undertake such other duties related to the work of the school appropriate to the post, as may be assigned.

4. Continuing Professional Development

- In conjunction with the Line Manager take responsibility for personal development to improve or acquire knowledge and skills appropriate to the post.
- Undertake any necessary professional development that may be identified in the School Improvement Plan or otherwise taking full advantage of any relevant training and development available.
- Membership of a professional association (e.g. BACP), self-funded.
- Continued appropriate supervision – self-funded.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- | | | |
|-----------------------|---|--|
| ➤ Adaptable | - | Open to change, to be flexible. |
| ➤ Courageous | - | Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - | Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - | Treat others fairly and equally. |
| ➤ Engaged | - | Involved/absorbed in your work, participate at all times. |
| ➤ Value | - | Add value to your role, your team and the Trust. |
| ➤ Enquiring | - | Have an enquiring mind, curious, improve and find solutions. |

- **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
- **Encouraging** - Giving/offering support and confidence to others, working together.
- **Navigator** - Providing guidance, leading when necessary.
- **Tenacious** - Perseverance, never giving up, whatever it takes.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent • Level 4 Counselling Diploma 	<ul style="list-style-type: none"> • Postgraduate Diploma in Counselling or similar relevant qualification • Full First Aid Certificate
Knowledge and Experience	<ul style="list-style-type: none"> • Evidence of work with children/young people and involvement with parents • Sound understanding of the Team around the Child/Child Protection Process • Demonstratable experience of counselling young people (450 hours minimum) • Relevant experience of working with supporting agencies such as HYM's, EWS, Children's Services etc. • Knowledge of child protection issues • Understanding of professional boundaries and when it is appropriate to refer to 'Understanding of Issues Affecting Young People' • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Recent management of people experience • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible 	<ul style="list-style-type: none"> • Full driving licence

	<ul style="list-style-type: none">• Good team player• Willingness to undertake further training• Commitment to safeguarding and promoting the welfare of children	
--	---	--