



| | |
|------------------------------------|--|
| Job Title: Counsellor | Grade: 9 |
| Department: Well-Being Team | Accountable to: Deputy Head teacher |
| Contractual Terms: TT +2 | Responsible for: None |

Overall Purpose of the Job:

The post holder will provide a high quality confidential counselling service for learners and staff in accordance with the British Association for Counselling and Psychotherapy (BACP). The post holder will assist with the running of the Wellbeing Centre.

Key Duties and Responsibilities:

Counselling

- To provide a confidential service for learners and staff offering one to one counselling using a range of approaches and ensuring any interventions are bespoke and personalised.
- To assess waiting lists and prioritise referrals to in school support and other agencies when relevant/when required.
- To liaise with school staff as required, providing specialist advice when required.
- To contribute to policies and procedures that impact on the health and wellbeing of learners.
- Fully contribute to whole school mental health initiatives.

Administration

- To maintain accurate and up to date confidential records.
- Write reports and referrals where required, including reporting to the Head teacher and Governing Board.

Miscellaneous

- To ensure you take care of your own Health and Safety and that of your colleague's in-line with the School's Health and Safety Policy.
- To play an appropriate part in the life of the school supporting its distinctive mission and ethos, actively promoting its policies and practices.
- To work as a member of a team and contribute positively to effective working relationships within the school and to attend all appropriate meetings.
- To carry out your duties in accordance with the School's Equal Opportunities policy.
- To adhere to school confidentiality practices.
- To promote good team work practices.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.

Other duties:

Ad hoc duties that you will be required to undertake

Other duties as directed by the Head teacher

Additional Information

- Undertake any such duties commensurate with the post as directed by the Head teacher/Line Manager (DHT).
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Be proactive in your own professional development

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

| Criteria | | Essential/ Desirable | How Assessed |
|---|--|-------------------------|--------------|
| Qualifications: | A recognised qualification in counselling or Psychotherapy | E | A/I |
| | A member of the British Association for Counselling and Psychotherapy (BACP) | E | A/I |
| | BACP Accreditation of UKCP registration or eligible for and actively working towards accreditation | E | A/I |
| Experience: | Experience of working therapeutically with children and young people | E | A/I |
| | Experience of maintaining accurate confidential records. | E | A/I |
| | Experience of working with a range of IT Systems such as email, Word and Excel to process basic documents and to sort and retrieve data from databases and spreadsheets. | E | A/I |
| | Experience of working with young people and families. | E | A/I |
| | Experience of working successfully with disaffected learners, including those with challenging behaviour. | E | I |
| Knowledge and Statutory Requirements: | Knowledge of email, internet and intranet. | E | A/I |
| | The post holder requires some detailed knowledge of Trust's Policies, processes and procedures in connection with GDPR and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation. | E | A/I |
| | Knowledge and interest in Secondary Education | E | A/I |
| Planning, Organisation and Mental Challenge: | Ability to assess and review young people, make appropriate plans and support. | E | A/I |

| | | | |
|--|--|------------|----------------|
| | The role requires analytical and judgemental or creative and development skills, where there is a need to interpret information or situations and to solve difficult/complex problems or develop solutions or plans over a medium term, as required. | E | A/I |
| Empathy & Social Intelligence: | Able to build relationships with people from a wide variety of backgrounds. | E | A/I |
| Interpersonal & Communication: | Excellent interpersonal skills and ability to relate well with learners and staff. | E | A/I |
| Initiative & Independence: | Willingness to seek support and guidance appropriately when difficulties arise. Evidence of self-motivation and ability to use initiative and work independently. | E E | A/I I |
| Emotional Challenge and Resilience: | Ability to be resilient whilst dealing with difficult and upsetting issues. | E | A/I |
| Philosophy and Commitment: | Commitment to high standards, best value and continuous improvement. A 'can-do' approach and positive attitude to innovation and change. | E E | A/I A/I |

| |
|--|
| <p><u>Main Contacts:</u> The post holder must always project a professional image when dealing directly with colleagues, governors, parents/carers and external bodies.</p> |
| <p><u>Characteristics of the post:</u> The employment checks required of this post are:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK • Evidence of essential qualifications • Two satisfactory references • Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity • Confirmation of medical fitness for employment as required • Registration with appropriate bodies (where applicable) |
| <p><u>Date Completed:</u> 22/02/2021</p> <p><u>Signature of Post holder:</u></p> <p><u>Date:</u></p> |
| <p>This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.</p> <p>Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.</p> |

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.