

JFS Well-Being – Counsellor – Job Description

Salary Scale: Scale 6, Spine Point 18 - 22

Line Manager

The post-holder is line managed directly by the Mental Health and Wellbeing Lead

Key Purpose

The School Counsellor will provide a professional and confidential counselling service to promote the mental well-being of students and support their emotional and social development. The Counsellor will work closely with staff, parents, and external agencies to ensure a cohesive approach to student welfare.

Core Responsibilities

- Provide one-to-one counselling and support to students facing emotional, psychological, or behavioral issues.
- Develop and implement effective strategies and intervention plans based on the needs of the students.
- Facilitate group sessions and workshops on topics such as stress management, resilience building, and healthy relationships.
- Collaborate with teachers, parents, and external partners to support students' overall well-being.
- Maintain accurate and confidential records of counselling sessions in compliance with GDPR and safeguarding regulations.
- Contribute to the school's safeguarding policies and procedures.
- Attend and contribute to meetings with the pastoral team and other relevant school committees.
- Provide crisis intervention when needed and refer students to external specialists as appropriate.

Other

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the school's Child Protection Policy Statement. If, while carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report any concerns to the school's Child Protection Officer.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Undertake additional duties which may reasonably be required or delegated by the Headteacher, from time to time. The duties may be varied to meet the changing demands of the school.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when necessary and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Personal Specification

Essential Qualifications:

- Professional qualification in Counselling, Psychology, Social Work, or a related field.
- Certified by a recognised professional body (e.g., BACP, UKCP).
- Valid Enhanced DBS check.

Desirable Qualifications:

- Master's degree in Counselling or Psychotherapy.
- Additional certifications in specific therapeutic approaches (e.g., CBT, DBT).

Experience:

- Proven experience in counselling
- Experience in crisis management and intervention.

Skills:

- Excellent interpersonal and communication skills.
- Strong understanding of child and adolescent development and psychology.
- Ability to maintain confidentiality and act with discretion and professionalism.
- Proficient in record-keeping

Personal Qualities:

- Empathetic and compassionate with a genuine interest in helping young people.
- Resilient and able to handle emotional stress.
- Flexible and adaptable to meet the varying needs of students.
- Committed to ongoing professional development and self-awareness.

Date of Issue: June 2022