



Job Description

Post:	School Counsellor /CBT Therapist
Accountable to:	Vice Principal
Salary:	£28,869 - £32,569 per annum pro-rata'd to term time only
Working Pattern:	35 Hours per week – Term Time Only – 39 Weeks per year
Location:	City of London Academy (Southwark)
Disclosure level:	Enhanced

Main Purpose

- To provide a professional therapeutic (counselling) service to students at the Academy.

Key Accountabilities

Specific responsibilities:

- To be available as a CBT therapist for the students and as a consultant/facilitator for staff and parents as required.
- To offer therapeutic work with students and parents, where this type of intervention is likely to be optimally effective.
- To liaise with the link Vice Principal, SENCO, Heads of Year and/or nominated link person, regarding referrals and referral onto other agencies.
- To be familiar with and comply with the Child Protection Policy of the City of London Academy.
- To contribute and take part in school 'INSET' training programme, presenting matters concerning human development and promotion of emotional intelligence, and the place of therapy if required.
- To attend, training courses and team meetings and to contribute to the Academy's multi agency meetings as required.
- To keep accurate care records and evidence of work done and to write reports termly, including an annual report on work done in the Academy.
- To maintain high standards of professional practice, complying at all times with codes of practice (as applicable) and the policies and practices of CCS. Particular attention is drawn to the society's Confidentiality and Equal Opportunities policies.
- Any other duties commensurate with the scope of the post, which may from time to time be required.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
A recognised counselling qualification appropriate to the post	Y	
Experience/further qualification in working with children, young people and families	Y	
Professional accreditation in CBT		Y
Experience, Skills and Knowledge & Personal Qualities		
Experience working in a school context	Y	
Knowledge of current Child Protection practice and legislation	Y	
Knowledge of Secondary or primary education systems	Y	
Ability to liaise/consult as appropriate with a range of professionals and agencies as well as staff, students and parents		Y
Ability to present material on therapeutic work to groups of staff, students and parents	Y	
Ability to maintain clear, up-to date case notes	Y	
To write well- presented reports and complete accurate administrative records within the time limits set	Y	
Ability to advocate on behalf of students	Y	
Promote and apply the City of London Academy's Equal Opportunity Policy	Y	
Ability to meet work deadlines and to deliver support if called upon to do so		Y
An ability to work confidently under pressure	Y	
An ability to establish and maintain helping relationships with students and parents	Y	
Commitment to work cooperatively with teachers, HOYs, colleagues and other professionals	Y	
Evidence of a constructive approach to problem solving	Y	
An ability to work confidently on own initiative- a self starter	Y	
Adherence to ethical guidance of relevant professional organisations	Y	
Commitment to the importance of confidentiality	Y	
Evidence of effective team working	Y	

Other		
To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	