

## JOB DESCRIPTION

<b>Department:</b> Support Staff	<b>Section:</b> The Positive Impact Centre
<b>Job Title:</b> School Counsellor specialising in trauma and bereavement	<b>Scale:</b> SR2 (12 – 17)
<b>Terms of employment:</b> Permanent	<b>Hours:</b> 32.5hrs per week

### JOB PURPOSE

To work within an existing high quality counselling service within the school setting to students aged 11-18 experiencing a wide range of emotional and wellbeing concerns. Focussing primarily on trauma and bereavement but also working at the forefront of the service.

Concerns may include; anger management, self-harm, anxiety, extreme bullying and personal confidence.

To deliver a counselling service, according to the BACP Ethical Framework 2018, that will enable students to build their resilience to help them cope with the difficulties they face. To administrate the service and manage the waiting list alongside the existing school counsellor, using a referral process to triage for risk and urgency. In addition, you will be required to co-ordinate and provide both individual and group clinical supervision to a number of placement and volunteer counsellors. You will work with the Positive Impact Centre Manager as required to report on the progress of the service and discuss any issues of concern.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will report to the Positive Impact Centre Manager.

### MAIN DUTIES AND RESPONSIBILITIES

To provide a confidential counselling service for individuals or groups of students who have been referred including:

- To provide a high quality, accessible, ethical, professional counselling service for students in the school setting.
- To provide initial consultations to all referred students in order to triage risk/urgency and appropriately allocate students to placement/volunteer counsellors.
- Ensure counselling intervention is personalised to each individual client in line with their needs, priorities and goals.
- Provide specialist bereavement counselling to students who have a level of complexity including past trauma, enduring mental health concerns, multiple bereavements, substance misuse or symptoms of PTSD in line with best practice guidance and evidence base.
- Establishing a relationship of trust and respect with students
- To deliver sessions within an Integrative therapeutic framework – potentially also incorporating systemic interventions where appropriate and mediate with parents/carers
- Liaise with the PIC manager to discuss any issues of concern with the service
- To liaise with school staff regarding referrals, waiting lists and appointments
- Encouraging students to talk about issues they feel they cannot share with others
- Referring students to other sources of help, as appropriate
- Maintain and develop relationships with relevant staff concerned with pastoral care, safeguarding and well-being of students, offering advice and guidance
- Keep accurate and up to date records, securely managed and to contribute to reports and meetings as required
- To work with the school pastoral and safeguarding staff as required, and to connect with

external pathways to support young people e.g, wellbeing services, CAMHS

- To refer safeguarding concerns to the designated safeguarding officer (DSL) within the school
- Be responsible for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided
- Perform any other task deemed reasonable by the line manager or Principal

## PERSON SPECIFICATION

<b>JOB TITLE:</b> School Counsellor specialising in trauma and bereavement	<b>SECTION:</b> The Positive Impact Centre
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Minimum Level 4 Qualification</li> <li>BACP/HPC/UKCP Registered or Accredited</li> <li>Further therapeutic training, experience or qualification working with children and young people</li> <li>Experience in delivering clinical supervision</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate Diploma or Masters in Counselling or Psychotherapy</li> <li>Qualified in relevant therapeutic skills e.g. play therapy family therapy drama therapy etc.</li> <li>Supervisory Qualification</li> </ul>
<b>Competence Summary</b> (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>Minimum of 4 year's post qualification experience.</li> <li>Minimum of 2 years' experience of working with people who are bereaved</li> <li>Demonstrable experience working with complex client caseload including past trauma, multiple bereavements, enduring mental health concerns, substance misuse, and PTSD symptoms</li> <li>Minimum of 2 years' experience of working with young people (age 11/16)</li> <li>Understanding of the developmental, emotional, social and educational issues of children and young people</li> <li>Awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds</li> <li>Knowledge of local mental health and CAMHS service</li> <li>Knowledge of the Children's Act and other legislation relating to children</li> <li>Excellent written and verbal communication skills</li> <li>Ability to work independently</li> <li>Positive communications and listening skills</li> <li>Patience, tolerance and sensitivity</li> <li>Mature and non-judgemental outlook</li> <li>enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with families and children</li> <li>Experience of multi-agency and partnership working</li> <li>Knowledge and understanding of child development</li> </ul>
<b>Work related Personal Requirements</b>	<ul style="list-style-type: none"> <li>Committed to equality of opportunity</li> <li>Understanding and awareness of equality and diversity in employment</li> <li>Ability to maintain confidentiality</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>Flexible working approach</li> <li>Participate in activities to address training and development needs</li> <li>Must have good command of the English language</li> </ul>	

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**