

Academy Counsellor Harris Academy Clapham

Grade 6 (Inner London) Loyalty Bonus + Harris Wellbeing Cash Plan
+ Additional Harris Benefits



Job Purpose

Reporting to: Assistant Principal/DSL

Liaising with: Safeguarding Team, Head of Academy, Academy Leadership Group, Student Services Centre, Education Welfare Officer, External Agencies (e.g. CAMHS, Social Care). Attendance Officer and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff and parents.

Main Areas of Responsibility

- To provide a high-quality professional counselling service for students in the Academy who require therapeutic welfare support covering a variety of emotional health issues.
- To manage the timetable of counselling support, ensuring efficient and effective use of time
- To liaise with parents where necessary to ensure the young person is supported well.
- To provide a drop-in service at the Academy for all students as means of one-off support or self-referral.
- To co-ordinate where appropriate with external agencies such as CAMHs, GPs and Psychiatrists to ensure the young person's well being and safety.
- To appropriately share all safeguarding concerns with the Designated Safeguarding Lead within the Academy.
- To lead and support parent's information and open evenings about the service offered and the wellbeing and resilience of students.
- To attend and feed into pastoral meetings as necessary providing updates on students receiving counselling support.
- To provide a termly impact report on the counselling service within the Academy.
- To maintain confidential notes on all counselling sessions and complete session notes (respecting appropriate confidentiality) on the Academy's data base system.
- To attend external clinical supervision as necessary to ensure best practice, discuss current case load and identify CPD needs.
- To provide CPD to allow colleagues to understand the emotional needs of students.
- To liaise with key Academy staff members in respect of any necessary next steps to ensure the welfare and safety for all students at the Academy.
- To review the counselling provision on a termly basis and implement steps to improve the service.

Other Specific Duties

- To act as general support within the Safeguarding Team as required.
- Providing advice and support to students as required;
- Supervision of students whilst waiting for appropriate action to be agreed/taken;
- Meeting parents/carers and/or outside agencies where required;
- Referring cases where appropriate to the named person with responsibility for safeguarding and child protection;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Other General Duties

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's corporate policies.
- To maintain a tidy, organised and professional working environment at all times;
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy 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 (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

Attributes	Description	Desireable
Knowledge and Experience	<p>Appropriate qualification in child counselling or child/adult Psychotherapy</p> <p>Good level of nationally recognised qualifications.</p> <p>Knowledge of what safeguarding and medical for young people means.</p> <p>Knowledge of the range of agencies that work with students and their families.</p> <p>Knowledge of many of the social issues facing students from disadvantaged backgrounds</p> <p>Sound knowledge of Microsoft software</p>	<p>Accreditation by the British Psychological Society or British Association for Counselling</p> <p>Knowledge of Bromcom MIS and CPOMS software</p>
Experience	<p>Experience of or high motivation to, work in an educational establishment.</p> <p>Experience of or high motivation to, work with young people.</p> <p>Experience of working with people from a range of backgrounds.</p>	<p>Experience of a similar role</p>
Personal Skills and Qualities	<p>Highly effective skills in communicating clearly both orally and in writing. Maintaining appropriate and respectful boundaries and other ethical boundaries such as confidentiality, discretion and integrity. Confidence and presence in communicating and working with young people. Sensitivity to complex situations. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Excellent organisational skills, confidence in liaising with parents and outside professionals. Emotional maturity and resilience in dealing with complex issues. Ability to learn full working knowledge of relevant policies/codes of practice. Effective use of ICT Have commitment to own personal and professional development. Commitment to equality and diversity.</p>	
Academy Ethos	<p>Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels.</p> <p>Commitment to contributing to academy life as a whole and willingness to be involved with clubs and community projects.</p> <p>A positive approach to hard work.</p> <p>A positive role model for students.</p> <p>Passion for teaching own subject specialism.</p> <p>Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</p> <p>Awareness of and commitment to equal opportunities and valuing diversity.</p>	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

HOW TO APPLY

Please refer to the advert on our online website to apply. For a confidential discussion about this post with the Principal or for more information, please contact the academy on 0204 513 9350 or info@harrisclapham.org.uk

BEFORE YOU START YOUR APPLICATION

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

HELP AND SUPPORT

For our Help and Support completing your application, visit www.harriscareers.org.uk

SAFEGUARDING NOTICE

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.