



City of London Academy (Southwark)

School Counsellor/CBT Therapist Job Description

Grade	JE7 (£27,099 - £30,745) pro-rata to term time only
Hours per week	14 hours per week, 2 days per week
Contract	Permanent (39 weeks per year)
Responsible to	Vice Principal
Job purpose	To provide a professional therapeutic (counselling) service to students at the Academy.
Key Accountabilities	<ul style="list-style-type: none">• 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 for students who are referred, individually or in groups, within the guidelines of the CCS Schools' Counselling Service• To offer therapeutic work with students and parents, where this type of intervention is likely to be optimally effective• To liaise with the link Assistant Principal, SENCO, Heads of Year and/or nominated Link Person, regarding referrals and referral on to 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 on 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 case 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.
<i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i>	



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Person Specification
Job Role: School Counsellor/ CBT Therapist

QUALIFICATIONS

No	Description	Rating
1.	A recognised counselling qualification appropriate for the post	Essential
2.	Experience/further qualification in working with children, young people and families	Essential
3.	Professional accreditation in CBT	Desirable

SKILLS & EXPERIENCE

No	Description	Rating
4.	Experience of working in school context	Essential
5.	Knowledge of current Child Protection practice and legislation	Essential
6.	Knowledge of secondary education systems	Desirable
7.	Ability to liaise/consult as appropriate with a range of professionals and agencies as well as staff, students and parents.	Desirable
8.	Ability to present material on therapeutic work, to groups of staff, parents and students	Essential
9.	Ability to maintain clear, up-to date case notes	Essential
10.	To write well-presented reports and complete accurate administrative records within the time limits set	Essential
11.	Ability to advocate on behalf of students	Essential
12.	Promote and apply the City of London Academy's Equal Opportunity Policy	Essential
13.	Ability to work meet deadlines and to deliver support if called upon to do so	Desirable
14.	An ability to work confidently under pressure	Essential
15.	An ability to establish and maintain helping relationships with students and parents	Essential
16.	Commitment to work cooperatively with teachers, HOYs, colleagues, and other professionals	Essential
17.	Evidence of a constructive approach to problem solving	Essential
18.	An ability to work confidently on own initiative - a self-starter	Essential
19.	Adherence to ethical guidance of relevant professional organisations	Essential
20.	Commitment to the importance of confidentiality	Essential
21.	Evidence of effective team working	Essential
22.	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	Essential