



St Albans High School
— for Girls —

SCHOOL COUNSELLOR

JOB DESCRIPTION

The role of School Counsellor at the High School, aims to promote the physical health and emotional wellbeing of the pupils and staff by focusing on the needs of the individual. Supporting pupils and staff through setbacks or problems in life to enable them to achieve fulfilment both at school and in their lives beyond.

This position reports to the Senior Housemistress and is part of the pastoral team, comprised of Pastoral staff, the Chaplain and the Nurses, with whom the post holder will work closely to support individual clients and to offer support and training to groups in a variety of other ways.

The hours of work will be 22.5 hours per week, over 3 days (preferably Monday – Wednesday 8.30 – 5.00pm, with the option for after school appointments until 5.30pm) term time only plus 1 week.

Duties and responsibilities

- To arrange and meet with individual pupils and staff (by appointment)
- To maintain records and confidential files
- To meet with pastoral staff regularly
- To liaise with outside agencies when required (e.g. GPs/CAMHS when appropriate and with the consent of the pupil) and to assist with referrals with pupil consent
- To provide staff INSET sessions
- To offer advice and support to parents, individually and in groups
- To have input into the teaching of PSHEE, the Tutor programme for Years 7-11 and Perspectives for the Sixth Form
- Contribute to pastoral strategy to promote well-being
- To assist with prefect training where pupils have some pastoral responsibilities

Safeguarding and Child Protection

All staff have a responsibility to ensure that all Child Protection Policies are followed and concerns must be recorded and reported in accordance with the relevant policies.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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PERSON SPECIFICATION

Qualifications and Experience	<ul style="list-style-type: none">• A recognised qualification in counselling, BACP or UKCP registration/accreditation, preferably with at least 2-3 years appropriate experience• Experience of working with children and young people (age 11-18), preferably in a school environment
Skills	<ul style="list-style-type: none">• A high level of professionalism that respects the importance of confidentiality• An appreciation of the range of difficulties and issues children and young people can experience• An ability to work with a high level of autonomy and collaboratively as part of a strong, cohesive team• An ability to refer and signpost girls and staff to relevant organisations and sources of support• Excellent inter-personal and communication skills• Good time management skills and record keeping
Personal Qualities	<ul style="list-style-type: none">• Ability to work as a member of a team• Flexibility• Caring outlook and manner but a clear understanding of boundaries• Commitment to pastoral care
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children• A commitment to the ethos and strategic direction of the school• Strong support for the School's mission and values• Be a good role model