



School Counsellor

Salary / grade range	PO1 £31,895 - £34,373 & amazing benefits (Term-time only plus 15 days - £28,804 - £31,042 pro rata)
Location	Co-op Academy Leeds
Reports to	Designated Safeguarding Lead

Purpose of role:

To provide one to one professional counselling for students and supervision for appropriate colleagues.

Key accountabilities (and specific duties / responsibilities):

- Offer one to one counselling to students, using clinical judgement to work in their best interests.
- To work with a wide range of issues including bereavement and loss, self-harm, depression and anxiety, early developmental trauma, attachment disorders and abuse of any kind.
- To be Designated for Safeguarding and Child protection and support the Designated Safeguarding Lead with the safeguarding agenda.
- To have an understanding of the safeguarding agenda including Prevent.
- To develop and use a range of solution focussed interventions to support the students, with focus on resilience.
- To set up and run a drop in service for students to self-refer for counselling.
- Liaise closely with the Assistant Principal responsible for Safeguarding to maintain the highest standards of welfare for the students.
- Ensure that where contact is requested or deemed necessary with external agencies (e.g. GP/Child and Adolescent Mental Health Service), that this is discussed with the Assistant Principal (Safeguarding) and the best-placed member of staff will be tasked with making contact, in order to ensure a holistic approach.
- Liaise with parents/carers where appropriate, following the Academy's procedures.
- Follow the school's safeguarding policy and procedures, passing on safeguarding concerns to the Designated Safeguarding Lead (DSL) in accordance with these.
- To promote a caring and supportive environment where concerns can be explored.
- Keep suitable case records on each student in a secure place in accordance with GDPR regulations.
- The counsellor should be aware of the PSHE programme in school and be ready to deliver sessions where relevant.



- Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to students and maintain records accurately, confidentially and safely, always with regard to relevant safeguarding policy and procedures.
- To ensure that concerns or information about a student, that should be known by other safeguarding staff, is appropriately logged on CPOMS.
- Provide and keep updated information for pupils, staff and parents about the counselling service.
- Maintain and improve professional knowledge and competence, keeping up to date in line with BACP guidelines
- To help develop and maintain the quality marks for safeguarding Mental health and Wellbeing.
- Attend compulsory safeguarding and mental health and Wellbeing briefings in school
- Keep an up to date knowledge of current issues in counselling and mental health in relation to young people.
- Attend supervision with a suitable qualified supervisor as per British Association of Counselling and Psychotherapy (BACP) guidelines
- Offer supervision for the Designated Safeguarding Leads in the Academy
- Adhere to the policies of the Co-op Academy Leeds and the Trust, as published on the school website, in particular, policies relating to the safeguarding of children.
- Work towards and support the school vision and the current objectives outlined in the Academy Development Plan.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work to promote equality of opportunity for all students and staff, both current and prospective.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> • GCSE Grade C or above in English and Maths or equivalent • Evidence of a professional qualification accredited by the British Association of Counselling and Psychotherapy (BACP) or alternative professional organisation. • BACP accreditation or working towards and registration with the United Kingdom Register of Counsellors (UKRC) or equivalent. • Evidence of continuing professional development. 		
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable knowledge and experience of providing high quality counselling and guidance. • Experience of working with and supporting young people, colleagues and families. • Knowledge of recent developments in practice and ability to apply and communicate these with other colleagues. • An ability to prioritise and select approaches based on a sound assessment of a student's needs, escalating where appropriate to safeguard the welfare of the child. • A reflective practitioner who consistently seeks to improve their practice to proactively and reactively support young people. • Ability to work with a range of teams and individuals within an Academy setting and external agencies. • A good understanding of effective ways to safeguard and support vulnerable students. • An understanding of the range of issues that 		



<p>11-16 year olds experience.</p> <ul style="list-style-type: none"> • An ability to support and counsel colleagues where appropriate. • Track record of success with young people • Evidence of improving safeguarding practices in an education setting and the support available to young people. 	Desirable	
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Able to work with a range of teams in the Academy to join-up support for students. • Committed to delivering high-quality counselling and support, being both proactive and reactive to issues and situations. • Ability to manage time to be proactive and reactive as necessary. • Able to work with students, colleagues and parents with a high level of professionalism. • Highly organised – managing a caseload and appointments. • Keeping good records of meetings. • Demonstrates a caring and understanding approach and is an excellent communicator with students and families. • Strong written and verbal communication. • Committed to supporting all students with their emotional, social and developmental needs that enables them to focus on learning. • Ability to support the development of high quality pastoral care across the Academy. 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Flexible and adaptable • Able to use initiative • Good team member • Ability to set and maintain standards as a role model for students • Willingness to participate in the wider life of the school. • Able to inspire and motivate young people. • Commitment to equal opportunities 		



Academies Trust

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| <ul style="list-style-type: none">• A commitment to personal professional development• Commitment to the safeguarding of children and young people. | | |
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.