



Job Description - School Counsellor (Pastoral)

Reporting to: Head Counsellor, Head of Secondary School

Overview

At BIST we have a strong emphasis on pastoral care, and the support of the school counsellor has been an integral part of developing the pastoral systems and SEL across the school. We are now looking to enhance our provision through this additional role, which will increase capacity and allow us to continue to focus on proactive interventions alongside the reactive and supportive work conducted by the counsellor. The School Counsellor will work closely with the Head Counsellor, the Assistant Head of Secondary (Pastoral), the Heads of School, and the Head of Boarding, to provide both individual support to students and parents from EY through to the secondary school and resources to be used for enhance pastoral care.

Education and Experience

- A bachelor's degree.
- A post-graduate diploma in Counselling / Certificate in Counselling Children and Adolescents (or equivalent qualification in Clinical or Counselling Psychology).
- BACP Accreditation, UKCP or BPC registration or other professional registering body.
- Experience of specialist psychotherapeutic assessment and treatment with a range of psychological needs of a complex nature.
- Experience of working with children aged 3-18 and their families, preferably in a school setting.

Responsibilities and Expectations

- To work alongside the Head Counsellor to inspire confidence and trust across the school community.

- To work closely with the Head Counsellor to review the caseload and manage individual sessions and support with students across the school to ensure that the social and emotional needs of children at the school are met.
- To keep appropriate records and ensure that confidentiality is maintained in all aspects of the role.
- To participate in regular external clinical supervision for school counsellors (that is financially supported by the school).
- To meet with the Head Counsellor, the pastoral team and the Heads of School and Head of Boarding to discuss the school priorities, students of concern and potential interventions.
- To ensure that the school's Safeguarding and Child Protection procedures are followed effectively and reported within the school's guidelines.
- To develop the Pastoral Action Plan alongside the Head Counsellor the pastoral team and the Heads of School and Head of Boarding.
- To contribute to the promotion of health and wellbeing across the school, including liaising with staff to provide PSHE education in relation to mental health and wellbeing.
- To engage in professional development.
- To support staff in their own development, by providing information and training as required.
- To engage positively with the wider school community by providing information and support that highlights the services available through parent workshops.

Confidentiality

The School Counsellor will follow the guidelines and code of practice agreed between the counselling team and the school's senior leadership team to ensure the highest levels of professionalism and confidentiality in all matters relating to school counselling.

As part of the Pastoral Team the School Counsellor will support the ethos of counselling at BIST and ensure that students and parents are aware of the conditions of confidentiality.

ROw/DM November 2023