**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | School Counsellor |
| **Accountable to:** | Assistant Headteacher (School Inclusion & Celebration) |
| **Line Managed by:** | Assistant Headteacher (Student Inclusion & Celebration) |
| **Start Date:** |  |
| **Hours:** | 25 hrs/wk. 38 weeks p.a. |
| **Salary:** | LGPS Grade 10 |

**JOB PURPOSE**

* To support, promote and develop positive mental health and well being in students in order to improve attainment, attendance, behaviour, confidence and resilience.
* To support and develop the practice of staff in school and in the broader partnership to encourage positive mental health and well being in students.
* Promote staff health and wellbeing

**OBJECTIVES**

To be accountable for:

* Improving mental health and well being amongst young people in school and the partnership
* Developing staff practice in establishing positive mental health and well being amongst students
* Developing student peer listeners in order to build capacity to support each other
* Working closely with the Student Support Team to ensure a co-ordinated approach to supporting students and families

**MAIN DUTIES**

* Provide pupils and staff with individual counselling and support
* Develop a team of peer listeners to support other students in our school and then beyond, in our partnership schools
* Develop skills, knowledge and practice for our own staff, and then staff in our partnership schools to ensure that they promote positive mental health and well-being
* Work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
* Provide consultation to staff whose role it is to support pupils in a variety of situations
* Liaise with the student support team
* Network with personnel from other agencies with a view to easing referrals and accessing specialist consultants
* Keep suitable case records on the counselling in a secure place
* Attend regular supervision with a suitably qualified supervisor
* Work in consultation with the school child protection policies
* Provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
* Report back three times a school year on numbers using the service and give an overview of the types of problems with which the users of the service are presenting
* Perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
* Devise and, where appropriate, deliver a programme of training to support and develop the counselling service
* Contribute to the multi agency meetings
* Review and evaluate the service

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: January 2019

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation