

Job Description: School Counsellor

Responsible to: The Pastoral Deputy Head, Junior School

Reporting to and working alongside:

- i. The Pastoral Assistant Head, Junior School
- ii. The Pastoral Deputy Head, Senior School
- iii. The Pastoral Assistant Head, Junior School
- iv. Working in tandem with relevant Repton staff (individual and teams).

Main Purpose

The post of School Counsellor at Repton School has arisen from recognition that the demands for counselling and specialist advice are growing. In a world that makes increasing emotional and social demands of us it is essential that schools provide an infrastructure of emotional and social support to underpin wellbeing.

The successful applicant will be responsible for developing a counselling provision that is specific to our context but equally in line with best practice globally. They will communicate with all stakeholders the ethos and specific details of the provision as well as providing ongoing training to members of the school community where appropriate.

Aims

To provide high-quality counselling support to students and staff experiencing a range of emotional and/or social problems, promoting student behaviour for learning, personal development and enhanced engagement with school and life beyond school.

To promote student success by providing preventative care and advice as well as responding to identified student needs.

To provide support, guidance and advice to parents, carers (as time allows).

To act professionally and observe confidentiality in all dealings with students, parents and staff, and to provide all necessary support, in consultation with the other school leaders, in order for the school to fulfil its aims.

To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Duties and Responsibilities

Counselling

To provide an independent and confidential counselling offer to students at Repton School Dubai, through individual sessions, responding to personal, social, emotional or educational concerns as needed.

To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at Repton School.

To be responsible for maintaining confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).

To maintain appropriate records and to keep these secure. To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.

To make referrals, where appropriate and with the students' consent, to other agencies.

To liaise, where appropriate and with the students' consent, with other staff and provide consultation to staff whose role it is to support students in distress.

To liaise with the Designated Safeguarding Lead/s on a frequent basis and attend weekly Child Protection Meetings.

Provide new staff with opportunities to discuss their social, emotional and academic needs and offer counselling when needed.

To provide regular audit information such as numbers, age range and types of problems to the SMT, as well as reviewing successful cases and data trends.

To have a thorough knowledge of the Mental Health policy as well as support services locally and nationally

To take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided

Shared Leadership

To work in tandem with the whole school pastoral teams. Leading, advising and being a proactive force will be essential.

To ensure that the KHDA/DHA regulations concerning child protection and emotional wellbeing are adhered to.

Assist teachers and parents in the identification, referral and management of students with special needs.

Whole School

To provide practical strategies and in class coaching to enable members of staff to support the needs of all children.

To take part in appropriate professional development to develop the counselling services and encourage colleagues to do likewise across the school.

Ensure the Repton policies, procedures, and codes of conduct are followed at all times.

Initiate effort and energy beyond the typical working day, where the tasks require additional commitment.

Attend staff meetings and serve on committees as required.

Facilitate CPD to develop all staff's knowledge and understanding around counselling and mental health.

To advertise and deliver parent workshops in relation to student surveys and parent questionnaires.

Perform other reasonable duties as requested by the Principal or Headteacher.

To oversee the well-being room and its use/maintenance.

To provide after-school activities for students and 'Boarders' in line with the ECA programme.

Person Specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Bachelor's degree in Psychology (full time course) or equivalent. Preference given to Master's degree in Psychology. • An understanding of the developmental, emotional, social and educational issues of children and young people • An awareness of the diversity of needs of people from a range of ethnic, cultural and social background.
Experience	<ul style="list-style-type: none"> • A minimum of 1 year post qualification experience • A minimum of 2 years working with children and young people • Knowledge of how local mental health and CAMHS works in the UK, or equivalent experience and expertise overseas. • Knowledge of the Children's Act, Federal no No. 3 of 2016 and other legislation pertaining to children • Experience of working with children of a relevant age, dealing with mental health and wellbeing challenges • Experience of working with outside agencies and participating in meetings • Experience of assessing the needs of others • Experience of delivering training courses and briefing sessions on mental health and wellbeing • Experience of delivering programmes for students with mental health and wellbeing challenges, including 1-to-1, small group and whole-class activities • Experience of coaching and advising others on suitable interventions • Experience of working closely with families/carers
Skills and knowledge	<ul style="list-style-type: none"> • To take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided. • To ensure that as a counsellor they undertake regular and reflective supervisory discussion with the Assistant and Pastoral Deputy Headteachers in order to ensure best practice. • To continually review and evaluate the service. • Strong listening skills and proven ability to deal with sensitive situations with integrity • Proven ability to communicate effectively with adults and children, including through written and verbal communication • Proven ability to create good relationships with students, staff and parents • A well-developed understanding of strategies to manage and support young people and adults with mental health and wellbeing challenges in a school environment • Proven ability to tailor interventions to individuals' needs • Knowledge and understanding of the triggers that can lead to poor mental health and wellbeing • Ability to review policies and procedures • Excellent understanding of safeguarding policies and procedures and their role in child protection • Proven ability to be flexible to changing workload demands and new challenges • Ability to use IT systems and to conduct analysis and produce reports
Personal qualities	<ul style="list-style-type: none"> • Patience, tolerance, sensitivity and a non-judgmental attitude • Enthusiasm and a flexibility to adapt to change • The ability to work independently, managing a busy caseload and using initiative • Excellent written and verbal communication and listening skills • Willingness to provide the best possible opportunities for all students • Well-developed sense of empathy • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion

