



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

Job description- School Counsellor

Aim: The role is primarily to provide one to one counselling to students, to maintain appropriate records and liaise regularly with the Lead Counsellor and Assistant Headteacher (Safeguarding Lead), Deputy Headteacher and other professionals as necessary.

Qualifications and experience

The candidate must hold a degree and qualification in school counselling. The candidate is also required to have experience of a teaching related role and management of student behaviour.

Main duties:

- To provide an independent and confidential counselling service to students through individual sessions, responding to their personal, social or educational concerns;
- To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health and wellbeing.
- To maintain confidentiality (except in those circumstances where there is a safeguarding issue).
- To uphold good practice in line with BACP ethical guidelines.
- To be responsible for their own professional development, maintaining and updating knowledge and awareness through Continuing Professional Development (CPD).
- To make referrals, where appropriate and with student's consent, to other agencies;
- To liaise, where appropriate and with student's consent, with key members of staff
- To maintain appropriate records and to keep these secure.
- To maintain an electronic calendar of all appointments.
- To be alert to trend and patterns of problems and to be willing to identify causes and recommend corrective action; and to update key staff and contribute to the school's inhouse training as appropriate.
- To play an active role in Safeguarding children , follow the school's safeguarding protocol and adhere with guidance from school policies.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling;

- To contribute in any other reasonable fashion to promote the safety, personal development and welfare of all students.
- To contribute as appropriate to the planning and delivery of year and whole school assemblies and form class presentations to promote positive mental health and wellbeing for students.
- To contribute to the school's staff mental wellbeing practice by participating in the planning and delivery of workshops and other staff wellbeing activities; and signposting individuals to appropriate support as required.
- Attend weekly line management meetings to discuss active caseload.
- To attend meetings or discussion sessions with parents if asked and as appropriate within the agreed confidentiality guidelines above.
- To contribute to and have oversight of the counselling policy.
- To contribute, where necessary to whole school management of pupil behaviour including key transitions.