



KING HENRY VIII COLLEGE

STUDENT COUNSELLOR

JOB DESCRIPTION

RESPONSIBLE TO: Deputy Head (Pastoral)

The Role

To provide a professional and confidential counselling service to students and staff in order to promote emotional health and well-being and enable young people to develop resilience to help them cope with any difficulties they face.

Counselling Support for Students

- Provide confidential counselling for individuals or groups of students referred within the school.
- Manage a caseload within an ethical framework.
- Maintain accurate case records of counselling sessions in compliance with the Data Protection Act.
- Offer relaxation techniques and stress-reduction advice for students experiencing exam anxiety.
- Train and mentor students through a peer support group scheme, focusing on lower school students.
- Refer child protection concerns to the designated safeguarding lead within the school.
- Make referrals to outside agencies as required.

Support for Pastoral Teams

- Develop and deliver anger management workshops tailored to students' needs.
- Design schemes of learning to address mental health, well-being, and barriers to learning.
- Lead assemblies, PSHE lessons, and events to promote emotional resilience, self-confidence, and well-being.

- Run break, lunchtime, and after-school workshops or games clubs to develop students social skills as needed.
 - Provide informal and formal training for staff supporting students.
 - Contribute to the daily pastoral operations by attending tutor time activities, PSHE, and lessons as required, assessing student needs, and supporting reintegration into lessons.
 - Meet with parents alongside pastoral leaders/DSL as required.
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Professionalism and Reporting

- Liaise regularly with designated school contacts.
 - Contribute to the annual report by providing data on the counselling service.
 - Report safeguarding concerns to the Designated Safeguarding Lead (DSL) accurately and promptly using the correct systems.
 - Maintain confidentiality within school safeguarding guidelines.
 - Attend regular external counselling supervision sessions.
 - Keep updated with current mental health and counselling practices to provide expert support.
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Professional Development and Collegiality

- Actively participate in professional development opportunities.
 - Supervise and mentor trainee counsellors on placement within the school.
 - Build relationships with local school/colleges to support your work.
 - Attend line management and team meetings.
 - Collaborate with colleagues to ensure smooth school operations.
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Leadership in Action

- Proactively shape the school's therapeutic direction in collaboration with key stakeholders.
 - Provide support to develop the school's well-being program.
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Safeguarding

- Take responsibility for safeguarding and promoting the welfare of children.
- Work with others to identify, assess, and support students at risk of harm.

Requirements

Education, Training, and Qualifications

- Bachelor's degree or higher in Counselling, Social Work, Human Services, Play Therapy, or a related field.
- Relevant counselling credentials, including a recognised qualification in counselling.

Knowledge and Experience

- Experience in:
 - Working in schools and liaising with external agencies.
 - Training or mentoring others and organising workshops.
 - Managing diverse client groups in a helping profession.
- Knowledge of:
 - Safeguarding and child protection in an educational context.
 - Child development and key issues affecting young people.
 - SEND (Special Educational Needs and Disabilities).
- Proficient in counselling techniques and maintaining systematic records.

Personal Qualities

- Approachable and enthusiastic about working with young people.
- Critical thinker with excellent communication and listening skills.
- Patient, tolerant, and culturally sensitive.
- Able to remain professional under pressure while maintaining confidentiality.