



## Job Description

### School Counsellor

#### Purpose of the role

To support students through targeted counselling interventions, liaising with the Inclusion Team to ensure support is effective and meets the needs of those referred.

#### Terms and Conditions:

- **Working Hours:** Part-time, 9 hours per week. (Flexible choice of work days mornings/afternoons)
- **Actual Salary:** £5,165 - £6,357 pro rata per annum
- **Full time equivalent salary:** £24,496 - £30,151 full time equivalent per annum (Grade 5)
- **Working weeks:** Term time only 39 weeks per year

#### Accountable to:

- SENDCo

#### Duties and Responsibilities

- To provide counselling to students across all year groups 7-11 who have been referred according to the school's mental health protocol;
- To follow school procedures and practices as outlined in the school's policies and mental health protocol;
- To provide a range of therapeutic interventions and strategies which can be deployed when working with students;
- To offer one to one or small group therapy work where appropriate;
- Liaise with parents where agreed;
- Meet regularly with line manager to review caseload and to pass on relevant information as agreed;
- To pass onto relevant staff information regarding next steps for support when a counselling sequence has concluded;
- To complete paperwork in the form of summary information when required;
- To provide consultation, training and support to staff where appropriate;
- Liaise with the Designated Safeguarding Lead, SLT link and SENDCo to ensure student's wellbeing is protected;
- To pass on any up to date issues or developments relating to counselling or therapeutic approaches.

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by management.