

## Job description – School Counsellor



<b>Job title</b>	<b>School Counsellor</b>
<b>Salary range</b>	<p>Hours: 15 hours</p> <p>Start Date: November 2019</p> <p>Annual Salary: Bucks Pay Range (Negotiable dependent on experience)</p>
<b>Line Management</b>	To provide a confidential counselling service to support students in need.
<b>Purpose of the role</b>	
<p>To record and monitor student progress linked to the emotional and social support provided as agreed with the immediate line manager. Represent the school in a manner consistent with its ethos and values, and respect the confidential nature of information relating to the school and students.</p>	
<b>Operational responsibilities</b>	
<p><b>Duties and responsibilities as School Counsellor:</b></p> <p><b><i>Supporting the Students:</i></b></p> <ul style="list-style-type: none"> <li>• Offer therapeutic work for students who are referred, individually or in groups;</li> <li>• Liaise with parents, staff and outside agencies to ensure the welfare of the student</li> <li>• Keep accurate case records and evidence of work done and to write reports when required;</li> <li>• Maintain standards of confidentiality whilst keeping all tracking information and filing up to date</li> <li>• Attend clinical supervision, training courses and team meetings as required;</li> <li>• Liaise with the Designated Safeguarding Lead and/or Additional DSLs with regard to any concerns or potential referrals to other agencies;</li> <li>• Run “well-being” groups and provide advice to students in Assemblies/PHSE about mental health, anxiety, stress and resilience.</li> <li>• Work effectively with the pastoral team/designated safeguarding leads to support student safety and wellbeing.</li> </ul> <p><b><i>Supporting the School:</i></b></p> <ul style="list-style-type: none"> <li>• Provide accurate termly statistics for to the DSL and Governors on numbers of students seen and hours provided for support;</li> <li>• Participate in the school’s continuing professional development programmes and, if required, present to staff on relevant matters;</li> <li>• Be familiar with and comply with the Child Protection Policy of Beaconsfield High School</li> <li>• Maintain high standards of professional practice, complying at all times with <ul style="list-style-type: none"> <li>○ BACP, BAAT, BAPT and/or UKCP codes of practice (as applicable)</li> <li>○ Policies and practices of Beaconsfield High School;</li> </ul> </li> </ul>	

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- Carry out any other duties commensurate with the scope and grade of this post, which may from time to time be required by the Headteacher.

The responsibilities outlined in this job description are not finite and may be subject to change or addition, dependent upon students or circumstances that develop within Beaconsfield High School. It may be modified by the Headteacher, with consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Beaconsfield High School will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the post which are commensurate with the salary and Job Title.

### Skills and Experience

The successful candidate will have:

Excellent administrative skills.

Excellent attention to detail and accuracy.

Excellent communication skills, both verbally and in writing.

Good IT skills including MS Excel skills.

Ability to word process and present documents to a high standard. Experience of working with SIMS would be beneficial but training can be provided.

Good organisational skills with the ability to work flexibly and proactively and adapt to different projects and requests and work to tight deadlines.

A professional working ethic and commitment to raising standards in all areas of responsibility.

Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable.

October 2019

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified. As per part 7 of the Immigration Act 2016, "the ability to converse with ease with members of the public and provide advice in accurate spoken English" is an essential requirement for this role.