

## Job Description

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| Job title | Child Counsellor | **Grade** | LBR 8 |
| School | Downshall Primary School | | |
| Reports to | Headteacher | | |
| Responsible for | Pastoral Support Team | | |
| Main duties and responsibilities | | | |
| Your hours will be from 9.00am to 5.00 pm, 3 days per week with an hour for lunch each day.  Delivering support interventions to pupils, adjusting activities according to pupil responses/needs.  Support children with early signs of social, emotional, health or behavioural issues. Work with the parents, pupils, school staff and other support agencies to prevent problems worsening and interfering with the pupil’s ability to engage with school and learning.  Establish own casework of pupils within the school who have behavioural, emotional and health difficulties.  Identify with family and pupils opportunities to learn additional skills to enable a more appropriate approach to the learning process.  At the request of parents and the school to talk to pupils experiencing difficulties and convey the voice of the child to parents and school staff.  Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.  To support parents and their children through transitions to ensure continual engagement with school and learning.  To encourage good relations and effective dialogue between parents and teachers about children’s progress.  Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils’ learning and well being.  Establishing productive working relationships with pupils, acting as a role model and setting high expectations.  Promoting independence and employing strategies to recognise and reward achievement of self-reliance.  Providing feedback to pupils in relation to progress and achievement.  Working within an established discipline policy to anticipate and manage pupils’ behaviour constructively, promoting self-control and independence.  Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.  Producing pupil support plans and monitoring their effectiveness.  Selecting and preparing resources necessary to lead support sessions, taking account of pupils’ interests and language and cultural backgrounds.  Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.  Recognising own strengths and areas of specialist expertise and using these to lead, advise and support others.  Assisting with the development of policies and procedures.  Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.  To prepare and complete referrals to outside agencies including MARF’s and CAF’s.  To lead TAC or other professional meetings.  To attend child protection meetings/conferences for pupils on the safeguarding register.  To lead a nurture group to support pupils with emotional or behavioural difficulties.  To supervise trainee counsellors on a university placement.  Any other duties consistent with the purpose and grade of the post. | | | |
| General | | | |
| Attend and participate in relevant meetings, training and other learning activities and performance development as required.  Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.  Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.  Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder’s contract of employment. | | | |



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| **Education and Qualifications:**   * Numeracy/literacy skills – equivalent to GCSE grade B or above in English and Maths. * Counselling qualification and experience. * A graduate qualification. | | | |
| **Experience/Knowledge/Skills:**   * Experience of working with children of relevant age in a learning environment. * Full working knowledge of relevant polices/codes of practice/legislation. * Good understanding of child development and learning processes. * Ability to organise, lead and motivate a team. * Able to constantly improve own practice/knowledge through self-evaluation and learning from others. * Ability to relate well to children and adults. * Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | | | |
| **Other job requirements:**   * Enhanced CRB check. | | | |

**Person Specification**