



Job Description: School Counsellor

Post:	School Counsellor
Purpose:	To provide a professional counselling service to students and staff at Bangkok Prep in accordance with the Codes of Practice and Ethics recommended by the British Association for Counsellors (BACP).
Responsible to:	Head of Secondary

Person Specification

Education and Experience

- Teaching qualification (desirable)
- A recognised qualification in Clinical or Counselling Psychology
- Experience of specialist psychotherapeutic assessment and treatment of clients with a range of psychological needs of a complex nature.
- Experience in working with young children, ages 3-18, and their families.

Knowledge

- Knowledge of current Child Protection practice.
- Experience of working in a school context with knowledge of education systems
- Awareness of global diversity and third culture issues.

Skills and Abilities

- Possess highly developed verbal and written communication skills with the ability to communicate complex, technical and sensitive information to clients, families and colleagues.
- Ability to work as an autonomous practitioner with an appropriate level of clinical and managerial supervision.

Expectations

As a professional Counsellor, it will be expected that the counsellor will make the service as effective as possible by:

- Inspiring trust and confidence
- Leading developments in the service
- Arranging appointments with clients effectively and efficiently
- Gathering information from all sources to best help clients
- Reporting to school bodies on recent developments in the field
- Leading INSET as necessary with staff
- A key member of the Child Protection team at Bangkok Prep

Key Responsibilities

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school and whilst it is recognised that there are many facets to the job, the following tasks are a minimum expectation:



- To carry out assessment on the specific psychological needs of students and provide the relevant service as required including, individual therapy, group therapy and family therapy.
- To liaise with members of the wider school staff in order to work in the best interest of students.
- To hold regular meetings with parents of students who are using the service.
- To provide consultation where a child protection issue or other such issues arise.
- To provide support and guidance to teaching staff enabling them to better identify and support students with emotional and well being difficulties.
- To establish effective liaison with school staff with regards to student referral in respect of mental health and counselling issues and to support teaching staff in their pastoral role.
- To develop and implement policies and procedures which govern the counselling service.
- To maintain appropriate records and to ensure confidentiality is maintained in all aspects of work.
- To establish, maintain and monitor appropriate administrative systems with regards to student referral and to provide termly quantitative data reports which also review and evaluate.
- To attend regular clinical supervision as recommended by the BACP.

Teaching Responsibilities

An ability to lead and teach PSHE (Personal/Social and Health Education) for up to 30% of the teaching week is required.

The post holder has an individual responsibility to safeguard and promote the well-being of children and young people.