



Rushcliffe School

Giving everyone the chance to shine brightly



Job Description School Counsellor

NJC 7 – 11

Responsible to: Pupil Wellbeing Co-ordinator

Main purpose of role

The School Counsellor provides a professional and confidential counselling service for young people within the school to contribute to the promotion of good emotional health and wellbeing. They will develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in young people, whilst supporting them with their concerns. They will provide training to the wider school community, if considered appropriate.

General responsibilities

- To promote the safety of pupils in accordance with the school's Safeguarding Policy, responding to disclosure and reporting to the relevant lead professional.
- To take part in the school performance management system, evaluating one's own performance and planning and carrying out personal professional development.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

Duties specific to this role

- To assess the appropriateness of counselling for students.
- To offer pupils individual counselling and support. To explore their feelings and look at how they might want things to be different, cope with changes and offer time and space to think about worries or difficulties.
- To work with a diverse range of issues including bereavement and loss, eating disorders and self-harm, depression, anger management, anxiety and fears.
- To deliver small support group workshops covering a range of issues.
- To provide consultation to staff whose role it is to support pupils in distress.
- To liaise with the Safeguarding Officer, School Nurse and Heads of Year and with personnel from other agencies with a view to completing referrals in order to access specialist agencies, such as Harmless, CAMHS, Children's Bereavement Centre.
- To keep suitable case records on the counselling in a secure place.
- To attend regular supervision with a suitably identified, qualified supervisor

- Working in consultation with the School Safeguarding / Child Protection policies.
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents.
- To report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting.
- To review and evaluate the service.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Person Specification

Education and experience
Minimum of 2 year's post qualification experience (BACP, UKCP or equivalent)
Minimum of 1 years' experience of working with children and young people
Experience of facilitating groups.
Experience/further qualification in working with children, young people and families.
An understanding of the developmental, emotional, social and educational issues of children and young people.
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
Professional accreditation (desirable)
Knowledge
Knowledge of current Child Protection / Safeguarding practice.
Experience of working in school context.
Knowledge of local mental health and CAMHS Service
Knowledge of secondary education system (desirable)
Skills and abilities
Ability to liaise/consult, as appropriate, with a wide range of professionals and agencies as well as students and parents.
Ability to present material on counselling work to groups of staff.
Ability to maintain clear, up-to-date notes.
Ability to advocate on behalf of students.

Personal characteristics
An ability to establish and maintain helping relationships with students.
Commitment to work co-operatively with colleagues and other professionals.
An ability to work confidently on own initiative.
Positive communication and listening skills
Patience, tolerance and sensitivity
A mature and non-judgemental outlook
Adherence to ethical guidance of relevant professional organisation e.g. BACP, UKCP.
Commitment to confidentiality
Commitment to pursue continuing professional development.
Commitment to attending appropriate clinical supervision sessions.
Enthusiasm
Ability to work additional hours if called upon to do so (desirable)