

# Job Profile: School Counsellor

**Purpose:** To serve the mission of St Paul's Catholic College by ensuring that every student is supported in their mental health and welfare. To secure and promote the welfare, development and achievement of every student and member of staff. To lead staff and families in achieving these aims. This could include support across a range of schools in the Bosco Catholic Education Trust.

**Salary:** £25,000-£30,000 FTE, 30 hours, term-time only plus two weeks.

**Responsible to:** The relevant member of the Leadership Team.



## Person Specification

- Commitment to supporting the distinctive nature of a Catholic School.
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos.
- Ability to challenge, motivate and empower staff and students.
- Possess excellent interpersonal skills.
- Proven track record of counselling and support for young people relating to their mental health and wellbeing.
- Demonstrable experience of effectively managing and implementing change.
- Ability to manage resources efficiently.
- Recent and relevant professional development including appropriate qualifications.
- Understanding of and commitment to promoting the educational principles of St Paul's as a Catholic community.
- Genuine enjoyment of working with young people.
- Understanding of and commitment to inclusion for all.
- Knowledge of current educational issues and recent legislation.
- Excellent communication skills.
- Commitment to working as a team player.
- Boundless enthusiasm and a positive outlook.
- Capacity to work very hard under pressure.
- Personal integrity and the drive to do what is best for the students.
- Confidence in dealing with students in all age groups 11-19.
- Ability to speak confidently to larger groups of students and staff.
- Positive engagement with parents, guardians and families.
- A willingness to show initiative and imagination to solve problems.
- Competent IT skills.
- Ability to deliver seminars and support to small groups of students.
- Be open, approachable, imaginative and flexible.
- Demonstrate strong organisational skills.
- Show an interest and engagement in educational issues and higher education.
- Demonstrate a commitment to equal opportunities.
- Sense of humour.
- Commitment to ensuring that St Paul's Catholic College becomes the best school in the country.

## Responsibilities

- Be accountable for the mapping and provision of counselling and wellbeing support for students 11-18.

- Development of staff training and development of a deeper understanding of mental health and wellbeing issues.
- Engagement with families and parents to develop resources and strategies to support mental health and wellbeing.
- Signpost and engage with outside agencies to gain appropriate professional support.
- Secure the objectives of the College Improvement Plan specific to the year group.
- Lead and secure success by ensuring the effective implementation of school policy.
- Develop and promote excellent relationships with parents and carers.
- Pastoral support and care for all the students.
- Monitoring and tracking student progress and mentoring students who need to be supported and challenged.
- Assist, support and work alongside other pastoral leaders.
- Support cover and duties as needed within the College
- These roles will report to the Assistant Headteacher designated as Director of Achievement for each Key Stage and you will also work closely alongside the Heads of Year and Special Educational Needs department.

Furthermore the School Counsellor will be expected to:

#### **Ethos & Inclusion**

- Ensure that all students are happy, safe and secure at St Paul's Catholic College.
- Monitor, evaluate and develop all the provision of counselling and mentoring provided in the school.
- Arrange and promote activities within the year group that promote mental health and wellbeing.
- Where appropriate, liaise with primary schools, other Heads of Year or Head of Sixth Form to ensure smooth transition of students.
- Liaise and work effectively with the Learning Support Department, SENCO and Inclusion Manager.
- Liaise and work effectively with the Chaplain.
- Implement the safeguarding policy and work collaboratively with the Child Protection Officer.

#### **Leadership of Staff**

- Lead training for tutors providing induction for tutors new to the role and other key staff.
- Update staff on changes to school policy and ensure they are fully supported.
- Support the professional development of tutors and others.

#### **Other Responsibilities**

- Organise other events and activities specific to the particular year group according to the school calendar.
- Carry out other duties as directed by the Headteacher.

#### **General**

- St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an enhanced level.
- The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post-holder should be aware of and support difference and ensure equal opportunities for all.
- The post-holder is expected to support the overall ethos, aims and work of the college.