



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

SCHOOL COUNSELLOR

Responsible to: Student Welfare Officer

JOB PURPOSE

- To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
- To provide support, guidance and advice to parents, carers and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- Provide classroom support to identified students.
- Provide assistance to the Student Welfare Officer as required.

SPECIFIC RESPONSIBILITIES

- To be responsible for the confidential counselling services to students as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records.
- To provide regular audit information such as numbers, age range and types of problems to the SLT line manager.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- Establish and maintain positive relationships with referral support services.
- To continually review and evaluate the service.

Pastoral Care

- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Be mindful, at all times, of the school's Equal Opportunities policy.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development



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- Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
- To arrange and deliver relevant training for staff as and when needs are identified.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluation and improving own practice.

OTHER RESPONSIBILITIES

- Any other duties which may be reasonably required to ensure an effective counselling service in the school.
- To undertake other duties appropriate to the post as directed e.g. exam invigilation as and when required.

The Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Employee's name:

Employee's signature: _____ Date: _____