



Stepney All Saints School

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Headteacher: Mr B Siaw

JOB DESCRIPTION

Job Title: Lead School Counsellor

Contract type: Permanent

Reporting to: Safeguarding Officer

Overview:

- The role is primarily to provide one to one counselling to students, to maintain appropriate records and liaise regularly with the Designated Safeguarding Lead and other professionals as necessary.
- The candidate must hold a degree and qualification in school counselling. The candidate is also required to have experience of a teaching related role and management of student behaviour.
- To maintain and support the school's Christian ethos and identity

The key responsibilities:

- To provide an independent and confidential counselling service to students through individual sessions, responding to their personal, social or educational concerns;
- To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health and wellbeing.
- To maintain confidentiality (except in those circumstances where there is a safeguarding issue)
- To uphold good practice in line with BACP ethical guidelines
- To be responsible for their own professional development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).
- To make referrals, where appropriate and with student's consent, to other agencies;
- To liaise, where appropriate and with student's consent, with members of staff
- To maintain appropriate records and to keep these secure;
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service;
- To be alert to trend and patterns of problems and to be willing to identify causes and recommend corrective action;
- To play an active role in Safeguarding children and adhere with guidance from school policies.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling;
- To contribute in any other reasonable fashion to promote the safety, personal development and welfare of all students.



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- To write an annual report of the use of the service and the type of issues being presented;
- To attend meetings or discussion sessions with parents if asked and as appropriate within the agreed confidentiality guidelines above;
- To contribute to staff CPD sessions as well as presentations to students and parents as required;
- To lead on mental health and well-being in school for students and staff;
- Provide a signposting service for staff in need of mental health support;
- Form part of the staff well-being working party;
- To liaise with THEWS (Tower Hamlets Emotional & Well-being Service), also to gatekeep referrals to this service;
- Contribute to the school's SIP (School Improvement Plan).

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed _____
Postholder (PRINT NAME & SIGN)

Date _____

Signed _____
Headteacher

Date _____