

**JOB**

**DESCRIPTION**: School Counsellor

**Responsible to**: Headteacher

**Line Manager:** Assistant Head Pastoral

**Purpose of the Job**: To provide counselling to students and staff as required

**Grade:**  Band 4, points 26 - 34

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

**Main Duties and responsibilities:**

**Counselling:**

1. To offer a direct confidential counselling service on an individual basis and a drop in service to students and staff.
2. To work with a diverse range of issues including (but not restricted to) bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
3. To employ and develop a range of solution-focused interventions to encourage confidence, independence, reflection and resilience in young people
4. To organise workshops and group sessions to address welfare/counselling/mental health issues as required.
5. To promote the counselling service to pupils staff and parents using a range of strategies including displays, leaflets, ICT and group talks/presentations/assemblies
6. To ensure that the BACP’s Code of Ethics and Practice is adhered to.
7. To manage and lead the Year 12 Peer Support Programme.
8. To be alert to trends and patterns and be willing to identify causes and recommend action
9. To work to agreed targets in relation to client contact
10. To participate in the organisation of the trainee/volunteer counselling service.

**Safeguarding:**

1. To work with the Designated Safeguarding Lead and liaise with external agencies and parents to support students
2. To play an active role in safeguarding children, adhering to school policies and statutory regulations (including Keeping Children Safe in Education 2018) and to promote the safety and welling of all pupils
3. To maintain confidentiality in line with BACP practice

**Collaboration with School Staff/External Agencies**

1. Liaise with designated Safeguarding Lead, Pastoral Team and SENCO in respect of mental health and counselling issues
2. To provide staff with advice, support and training where appropriate, to support the emotional and pastoral needs of the pupils in their care
3. To refer appropriate cases and issues that require the involvement of a specialist other than management support
4. The network with personnel from other agencies to ensure effective operation of the service

**Record keeping, reporting and assessment**

1. To maintain suitable case records securely, in line with GDPR guidance and policies
2. To report on numbers using the service and an overview of the current issues users are presenting with
3. To be responsible for the production of annual reports on the effectiveness of the service, presenting to SLT when required
4. To ensure compliance with BACP Registration.
5. To undertake regular evaluation of the service, contributing to the review and development of operational policies

**Professional Development:**

1. To attend external supervision on a regular basis in accordance with BACP/UKCP guidelines.
2. To take responsibility for personal professional development, keeping up-to-date with research and development, which may lead to improvements in the Counselling Service provision.
3. To attend school CPD days and participate in the school’s annual Performance Management system

**Other Duties:**

1. You may also be required to undertake such other comparable duties as the Assistant Head (Pastoral) or Headteacher require from time to time.

**Professional standards:**

* Carry out your role in a professional, positive and proactive manner.
* To undertake any reasonable instruction.
* Deal courteously with colleagues, pupils, parents and the public.
* Come to work suitable dressed, in accordance with the Schools Dress Code.
* Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
* Set a good example to students.
* Be supportive at all times of the school’s aims and ethos.
* Work as part of a team to support the team and school objectives.
* Be familiar and comply with school policies as set by the Governing body.
* Aim for high standards of punctuality and attendance.

January 2019