

Job description

Job title: School Counsellor

Reports to: Assistant Principal

Usual place of work: Swavesey Village College

Grade / Salary: scale 5 point 18 - 22

Job purpose: The role is primarily to provide one to one counselling to pupils, to maintain appropriate records and liaise regularly with the school staff and with other professionals as necessary.

Job objectives:

1. To offer pupils individual counselling and support
2. To provide an independent and confidential counselling service to pupils at Swavesey Village College through individual sessions, responding to their personal, social, emotional or educational concerns.
3. To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at Swavesey Village College.
4. To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
5. To make referrals, where appropriate and with the pupil's consent, to other agencies.
6. To liaise, where appropriate and with the pupil's consent, with members of staff.
7. To play an active role in Safeguarding children and adhere with the school's policies.
8. 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.
9. To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
10. To provide consultation to staff whose role it is to support pupils in distress
11. To liaise with the SEN and the Well-being Hub team

12. To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants
13. To keep suitable case records on the counselling in a secure place
14. To attend regular supervision with a suitably qualified supervisor
15. To work in consultation with the School child protection policies
16. To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
17. 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
18. To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
19. To devise and, where appropriate, deliver a programme of training to support and develop the counselling service
20. To review and evaluate the service

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.

Scope:

The post holder will be required to comply with a number of policies and procedures including Health and Safety legislation in connection with the work. They will also need to be aware of any special requirements associated with the role (e.g. safeguarding and confidentiality issues) and current child protection, diversity and other appropriate policies and procedures.

Person specification:

Education/Qualifications

- Post-graduate Diploma or Masters level in Counselling or Psychotherapy
- BACP Accreditation, UKCP registration or BPC
- Further therapeutic training or qualification in working with children and young people

Skills and Abilities :

Essential Experience

Experience

- Minimum of 2 year's post qualification experience
- Minimum of 1 year's experience of working with children and young people
- Experience of working with adult clients
- Experience of facilitating groups
- Experience of working as part of a multi-disciplinary team

Essential Skills and Abilities

- Good written and verbal communication skills
- Ability to work independently, manage own caseload and use initiative
- Ability to work under pressure
- Flexibility to work with a developing organisation
- Ability to work with change
- An interest in ongoing professional development
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook
- Enthusiasm
- Demonstrate a strong track record of providing emotional support to children
- Use counselling skills effectively with the school's children
- Communicate effectively within the counselling setting to establish positive relationships with the children
- Communicate appropriately within the school community, maintaining professional boundaries
- Work on own initiative to plan and evaluate, managing a varied caseload
- Work within the safeguarding guideline
- Be flexible and responsive to the needs of the children within the school setting
- Be committed to the importance of confidentiality

Knowledge

- 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
- Knowledge of local mental health and CAMHS Service
- Knowledge of the Children's Act and legislation pertaining to children

Experience, skills and abilities will be assessed from your application form, during interview, and ongoing assessment of your performance.

Swavesey Village College together with CMAT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS