



## **The Alice Smith School**

### **Job Description: School Counsellor (Primary Campus)**

#### **Purpose:**

To provide a professional counselling service to pupils and staff at the Alice Smith Primary Campus in accordance with the Codes of Practice and Ethics recommended by the British Association for Counsellors (BACP) or comparable national accrediting body. The Primary School Counsellor is an active member of the Pastoral Team involving Safeguarding, Child Protection and Case Management.

**Responsible to:** Vice Principal - Students

#### **Person Specification**

##### **Education and Experience**

- Recognised postgraduate qualification(s) in Counselling or Psychotherapy.
- Experience of specialist psychotherapeutic assessment and treatment of clients with a range of psychological needs of a complex nature.
- Experience in working in a developmentally appropriate way with young children, ages 3-11, and their families.
- Experience of working in a school environment.

##### **Knowledge**

- Consolidated knowledge of current Child Protection practice.
- Experience of working in a school context with knowledge of primary education systems is an advantage
- Knowledge of working therapeutically with families and an awareness of systemic principles of counselling/psychotherapy
- Awareness of global diversity and third culture issues.

##### **Skills and Abilities**

- Possess highly developed verbal and written communication skills with the ability to communicate complex, technical and sensitive information to clients, families and colleagues.
- Capacity to provide a consultancy service for AS staff and/or parents and guardians regarding the mental health needs of students (in adherence to confidentiality policies)
- Ability to work as an autonomous practitioner with an appropriate level of clinical and managerial supervision.
- Experience in designing and delivering parent workshops or training sessions
- Specialized knowledge of child mental health issues as well as gold standard approaches to assessment, treatment and management of child mental health concerns.
- Excellent communication and interpersonal skills, including a proven ability to engage and maintain client based relationships and develop rapport with students, staff and parents/guardians of students.

## **Expectations**

As a professional Counsellor, it will be expected that the counsellor will make the Service as effective as possible by:

- Inspiring trust and confidence
- Leading developments in the Service
- Arranging appointments with clients effectively and efficiently
- Gathering information from all sources to best help clients
- Reporting to school bodies on recent developments in the field
- Leading INSET as necessary with staff

## **Key Responsibilities**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school and whilst it is recognised that there are many facets to the job, the following tasks are a minimum expectation:

- To carry out assessment on the specific psychological needs of pupils and provide the relevant service as required with the whole family system in mind.
- To liaise with members of the wider school staff in order to work in the best interest of pupils.
- To hold regular assessment and review meetings with parents of pupils who are using the service.
- To provide consultation where a child protection issue or other such issues arise.
- To provide support and guidance to teaching staff enabling them to better identify and support pupils with emotional and well being difficulties.
- To establish effective liaison with school staff with regards to pupil referral in respect of mental health and counselling issues and to support teaching staff in their pastoral role.
- Participate in and provide training and education to staff and students to enhance mental health literacy and improve student holistic wellbeing needs.
- To develop and implement policies and procedures which govern the counselling service.
- To maintain appropriate records and to ensure confidentiality is maintained in all aspects of work.
- To establish, maintain and monitor appropriate administrative systems with regards to student referral and to provide termly quantitative data reports which also review and evaluate.
- To attend regular clinical supervision as recommended by the BACP.

## **Relations with Parents and the Wider Community**

The Counsellor will be able to:

- Demonstrate a consistent record of positive parental involvement in learning
- Be actively involved in communication with relevant global communities of counselling and psychotherapy practice

## **Managing own performance and development**

The Counsellor will be able to:

- Keep up-to-date in her/his specialism(s).
- Improve her/his counselling skills through evaluating her/his own practice in relation to pupils' progress, targets and inspection/review evidence.
- Achieve challenging professional goals.
- Participate very effectively in Professional Review, taking responsibility for her/his own professional development, meeting the requirements of the BACP CPD minimum requirements
- Acknowledge the value of auditing and updating professional knowledge and skills and the application of Learning Technologies to their professional practice.

## **Managing and Developing Staff and other adults**

The Counsellor will be able to:

- Provide clear feedback, psychological support and clinically sound advice to others.
- Analyse their practice and understand how improvements can be made.
- Have highly developed interpersonal skills which allow her/him to be effective in a wide range of situations.

## **Managing Resources**

The Counsellor will:

- Know how to plan and prioritise her/his own time and actions effectively.
- Plan and manage their allocated Counsellor resource budget

## **Strategic Leadership**

The Counsellor will:

- Provide a role model for pupils and other staff through her/his personal and professional conduct.
- Be highly respected and able to motivate others.
- Communicate parenting strategies in the form of workshops and 1:1