

# Job Description

## School Counsellor



<b>Job purpose:</b>	The School Counsellor will provide a counselling service to the pupils and staff.		
<b>Reporting to:</b>	Headteacher		
<b>Liaising with:</b>	Headteachers, CFO, Leadership Team, members of staff – teaching and non teaching, parent/carers		
<b>Grade of post:</b>	G6	<b>Gauge ref:</b>	A23318
<b>Disclosure level:</b>	Enhanced		

<b>Job Outline</b>
<ul style="list-style-type: none"> <li>• To offer pupils and staff individual counselling and support</li> <li>• 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</li> <li>• To provide an easy accessible counselling service for children.</li> <li>• To organise sessions flexible to the needs of the school, offering appropriate assessments and ongoing counselling support to individuals and small groups.</li> <li>• To provide consultation to staff whose role it is to support pupils in distress</li> <li>• To liaise with the pastoral management team</li> <li>• To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants</li> <li>• To keep suitable case records on the counselling in a secure place</li> <li>• Working in consultation with the school child protection policies</li> <li>• To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents</li> <li>• To report back on a regular basis on numbers using the service and give general overview of the types of problems with which the users of the service are presenting</li> <li>• To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation</li> <li>• To devise and, where appropriate, deliver a programme of training to support and develop the counselling service</li> <li>• To review and evaluate the service</li> </ul>

<b>Other Specific Duties</b>
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and development appraisal process.</p> <p>To promote actively the school's corporate policies.</p> <p>To supervise pupils as required.</p> <p><b>Health and Safety Training</b></p> <p>To undertake Health and Safety Training on areas within the designated work area.</p>

# School Counsellor Person Specification

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Minimum of 2 year's post qualification experience	E		A, I, R, P
Minimum of 1 year's experience of working with children and young people	E		A, I, R
Experience and understanding of safeguarding within a school setting	E		A, I
Experience of facilitating groups	E		A, I

## B. Training and Qualifications

	Essential	Desirable	Source
Qualifications in counselling or psychotherapy	E		A, I, R
BACP Accreditation, UKCP registration or BPC	E		
Further therapeutic training or qualification in working with children and young people		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
An understanding of the developmental, emotional, social and educational issues of children and young people	E		A, I
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds	E		A, I
Knowledge of local mental health and CAMHS Service	E		A, I
Knowledge of the Children's Act and legislation pertaining to children	E		A, I

#### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to work sensitively with others to build effective relationships	E		A, I, R
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I, R
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I, R
High levels of commitment, enthusiasm, inspiration and motivation	E		A, I, R

#### E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I