

JOB DESCRIPTION: School Counsellor

PURPOSE:	To deliver a therapeutic service to JCoSS students and staff where required
RESPONSIBLE TO:	Senior Student Support Manager
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	By negotiation
WORKING TIME:	6 hours per day, 3 days per week (either 1 person for 3 days, or 2 people split over 3 days), term time only

Summary of Responsibilities

The post holder will be required to work primarily with individuals in 1:1 counselling. They will also conduct regular assessments in response to referrals, and make a contribution to developing whole school emotional wellbeing through liaison with members of the Pastoral leadership team. They will contribute to the safeguarding and promotion of the welfare and personal care of children, young people and staff.

MAIN DUTIES

- To offer students individual counselling following relevant ethical guidelines (eg. BACP, UKCP) and responsibilities as well as working within school policies and practices.
- To liaise with school staff, in particular pastoral leaders and support
- To be responsible for advice and support to staff
- To keep suitable case records in a secure place, communicating with school staff regarding cases as appropriate and reporting to the leadership team on service progress
- To have a thorough knowledge of Mental Health provision locally and nationally
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils and staff
- To observe safeguarding procedures in adherence with JCoSS policies and practices
- To periodically evaluate the service
- To be mindful of the needs of the whole school and flexible in delivering a therapeutic service
- To work with a diverse range of issues including bereavement and loss, transition, self-harm, depression and anxiety, early developmental trauma, attachment disorders, abuse of any kind.

Other Specific Duties:

- To take responsibility for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided
- To arrange and deliver relevant training for staff as and when needs are identified.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – School Counsellor

Essential

- ✓ BACP Accreditation, UKCP registration or BPC
- ✓ Further therapeutic training or qualification in working with children and young people
- ✓ An understanding of the developmental, emotional, social and educational issues of children and young people
- ✓ An awareness of a range of needs of people from diverse ethnic, cultural and social backgrounds
- ✓ Knowledge of local mental health and CAMHS services
- ✓ Knowledge of legislation relating to children and young people
- ✓ Excellent written and verbal communication skills
- ✓ Ability to work independently
- ✓ Patience, tolerance and sensitivity
- ✓ A mature and non-judgemental outlook
- ✓ Enthusiasm

Desirable

- ✓ A minimum of 2 year's post qualification experience
- ✓ A minimum of 1 year's experience of working with children and young people