

Job Description

Post Title	School Counsellor
Hours of Work	8 hours per week
Rate of Pay	Salary commensurate with experience
Location	The Elms
Start Date:	Start of September 2021

Purpose of this Job Description:

This is a “snapshot” of the job. It aims to provide a guide what is involved in the post. It serves to outline expectations regarding performance.

Reporting Lines:	Deputy Head Pastoral (The Elms)
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Key accountabilities:

To deliver counselling provision at The Elms in accordance with the needs of the pupils and to support the aims of the school through the specialist counselling service.

Responsibilities:

- Providing counselling for a minimum number of pupils per week;
- To meet with the Deputy Head Pastoral and support development work as required;
- To support the agreed counselling model, providing pupils with a programme of 6-8 sessions;
- Providing some pupils with longer-term counselling if appropriate, following consultation with The Elms Deputy Head Pastoral;
- To complete paperwork and information about client work to input to summary reports as required;
- To complete start and end assessments/summaries with clients so the impact of counselling on pupil well-being can be captured and monitored.
- To deliver group counselling with pupils if appropriate;
- Working flexibly in response to the needs of pupils;
- To deliver counselling guidance/training to members of the welfare team, under the guidance of the Deputy Head Pastoral;
- To deliver staff training on issues relating to Mental Health and Well-being in pupils in liaison with Deputy Head Pastoral;
- Ensuring the counselling environment is appropriately prepared to receive pupils in accordance with agreed arrangements;
- Ensuring the counselling conforms to BACP and/or UKCP ethical and professional standards including good practice;
- Taking all necessary action to ensure that the Counselling Service and Trent College are respected;

- To provide consultation to staff whose role it is to support pupils in distress;
- To liaise with the pastoral team, form tutors, parents and caring agencies to ensure the pupils feels supported in school;
- To keep suitable case records in a secure place;
- To attend supervision with a suitably qualified supervisor;
- To communicate with staff and parents, where appropriate, and within the limits of confidentiality, to ensure that each child is well supported;
- To liaise with the Designated Safeguarding Lead and external agencies e.g. CAMHS, GPs and psychiatrists to ensure the pupil's wellbeing and safety is protected;
- To work in the interests of both the children and school in the performance of all duties;
- To abide by all relevant school policies;
- To advise on current issues in the counselling domain;
- To ensure that the counselling hours are deployed with maximum benefit to the pupils;
- To be willing to provide additional counselling cover in any acute crisis as required;
- To contribute to the development of pastoral provision in the school;
- To provide counselling support to staff if guided to by Head/HR/Deputy Head Pastoral;
- To liaise with Trent College counsellors to ensure smooth transition for pupils between The Elms and Trent College and to ensure best practice across both schools;

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment, post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	<p>Post-graduate Diploma, Degree or Masters level in Counselling or Psychotherapy.</p> <p>BACP Accreditation, UKCP registration or equivalent, or working towards.</p> <p>Minimum of 2 years' experience in Therapeutic training and working with children in the primary age phase (5-11 years old).</p> <p>Minimum of 2 years' experience in play therapy.</p>	<p>Humanistic or Integrative Counsellor would be preferred, although other modalities may be considered.</p> <p>Experience in shorter-term/targeted counselling (e.g. working within an agreed number of sessions)</p> <p>Experience of using YP Core or other sessional measures within counselling sessions.</p>

Experience/ Knowledge	<p>Appropriate experience of working with children.</p> <p>Relevant experience of working with primary age in a school setting.</p> <p>A commitment to ongoing professional development</p>	<ul style="list-style-type: none"> • 2 years' post qualification experience. • Experience of working with adult clients. • Experience of facilitating groups and running workshops. • Experience of working as part of a multi-disciplinary team. • Knowledge of local mental health services.
Skills/Abilities	<p>An understanding of the developmental, emotional, social and educational issues of children and young people.</p> <p>Good written and verbal communication skills, with the ability to communicate clearly and accurately.</p> <p>Ability to work closely with the all relevant staff members to support pupils.</p> <p>The capacity to balance confidentiality with the need for information sharing in a school setting.</p>	<ul style="list-style-type: none"> • Experience of delivering training. • Ability to explain the challenges experienced by an individual without breaching confidentiality.
Aptitude	Approachable and empathetic.	Ability to create appropriate resources.

Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	<p>Has an excellent working knowledge of key legislation relating to safeguarding children and vulnerable members of the community.</p> <p>Has experience of working with families to promote the welfare of children.</p>
Equal Opportunities	Understanding of the requirements of Equality and Diversity.	

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably be requested.