

JOB DESCRIPTION

Department: Support Staff	Section: Positive Impact Centre
Job Title: School Counsellor	Scale: SR3 (18 - 22)
Terms of employment: Maternity Cover	Hours: 27.5 hrs pw over 39 weeks term time

JOB PURPOSE

To work within a high-quality counselling service within the school setting as part of the Positive Impact Centre (PIC). To deliver counselling to pupils aged 11-18 experiencing a wide range of emotional and wellbeing concerns. Concerns may include; anger management, self-harm, extreme bullying, bereavement and personal confidence.

To deliver a counselling service that will enable pupils to build their resilience to help them cope with the difficulties they face. To administrate the service and manage the waiting list using a referral process to triage for risk and urgency. You will work with the PIC manager as required to report on the progress of the service and discuss any issues of concern.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will report to the Positive Impact Centre Manager.

MAIN DUTIES AND RESPONSIBILITIES

To provide a confidential counselling service for individuals or groups of pupils who have been referred including:

- To provide a high quality, accessible, ethical, professional counselling service for pupils in the school setting.
- To provide initial consultations to all referred pupils in order to triage risk/urgency and appropriately allocate pupils.
- Establishing a relationship of trust and respect with pupils.
- To deliver sessions within an Integrative therapeutic framework – potentially also incorporating systemic interventions where appropriate and mediate with parents/carers.
- Liaise with the PIC Manager to discuss any issues of concern within the counselling service.
- To liaise with school staff regarding referrals, waiting lists and appointments
- Encouraging pupils to talk about issues they feel they cannot share with others.
- Referring pupils to other sources of help, as appropriate.
- Maintain and develop relationships with relevant staff concerned with pastoral care, safeguarding and well-being of pupils, offering advice and guidance.
- Keep accurate and up to date records, securely managed and to contribute to reports and meetings as required.
- To work with the school pastoral and safeguarding staff as required, and to connect with external pathways to support young people e.g., wellbeing services and CAMHS.
- To refer safeguarding concerns to the designated safeguarding officer (DSL) within the school.
- Be responsible for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided.
- Perform any other task deemed reasonable by the line manager or Principal.

PERSON SPECIFICATION

JOB TITLE: School Counsellor	SECTION: Positive Impact Centre
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• Counselling qualification level 4 or higher. • Further therapeutic training, experience or qualification working with children and young people in a counselling provision.	• Post graduate Diploma or Masters in Counselling or Psychotherapy. • Qualified in relevant therapeutic skills e.g. play therapy, family therapy, drama therapy etc.
Competence Summary (Knowledge, Abilities, Skills, Experience)	• Experience of working with young people. • Understanding of the developmental, emotional, social and educational issues of children and young people. • Awareness of the 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 other legislation relating to children. • Excellent written and verbal communication skills. • Ability to work independently and as part of a team. • Positive communications and listening skills. • Patience, tolerance and sensitivity. • Mature and non-judgemental outlook. • Enthusiasm.	• Experience of working with families and children. • Experience of multi-agency and partnership working. • Knowledge and understanding of child development.

Work related Personal Requirements	• Committed to equality of opportunity. • Understanding and awareness of equality and diversity in employment. • Ability to maintain confidentiality.	
Other Work Requirements	• Flexible working approach. • Participate in activities to address training and development needs. • Must have good command of the English language.	
Safeguarding	• As a support member of staff, you are required to have an understanding of safeguarding principles. This includes recognising signs of abuse or neglect, knowing how to report concerns, and understanding the importance of maintaining a safe and secure environment for all students. You will receive training to ensure you are aware of the school's safeguarding policies and procedures.	

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employer

Name:

Signed:

Date: