

## **JOB DESCRIPTION**

### **Job Title: School Counsellor (part-time)**

**Job Purpose:** To provide inclusive and accessible one to one counselling to pupils. This role will include making initial assessments and communicating with parents/carers; maintaining appropriate records and liaising regularly with the Designated Safeguarding Lead, members of the Safeguarding Team and with other professionals as necessary.

The post holder will also be expected to be proactive in supporting the school's mental health lead through, for example, running weekly wellbeing clubs, delivering assemblies and supporting with related whole school initiatives.

**Accountable to:** Deputy Headteacher responsible for Inclusion and Safeguarding

### **Main Duties:**

- To provide an inclusive, accessible, confidential and effective counselling service to pupils and staff at Graveney School, through individual and group sessions, responding to their personal, social, emotional or educational concerns;
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of pupils and staff at Graveney School
- To maintain confidentiality (except in those circumstances, in line with professional ethical practice, where this should be breached);
- To uphold good practice as described by the BACP (or equivalent professional body) ethical guidelines.
- To manage all aspects of the provision including the initial assessment following referral; communicating entry and exit arrangements with relevant school staff and with pupils/students and their parents/carers; gaining consent from pupils/students and their parents/carers; gaining feedback on the service and measuring impact
- To be responsible for their own Professional Development and updating knowledge and awareness through Continuing Professional Development (CPD).
- To make referrals, where appropriate and with the pupil's parents or carers consent, to other agencies;
- To liaise, where appropriate and with the pupil/student's consent, with members of staff;
- In liaison with line manager to develop a structured system of data collection, recording and reporting that ensures that the scope, nature and quality of the services provided can be properly understood and evaluated
- To maintain appropriate records in line with the above and to keep these up to date and secure;
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service;

- To be alert to trends and patterns of problems and to identify causes and recommend action;
- To play an active role in safeguarding children and adhere with guidance from the school policies.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling;
- To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP (or other equivalent professional body), the name and address of the supervisor to be supplied on request
- To build a directory of local mental health resources for pupils, staff and parents to access beyond the boundaries of short term counselling

### **Safeguarding**

- To fulfil the school's responsibility to investigate and respond to potential safeguarding and Child Protection issues whether disclosed by a student, identified as a possible cause for concern by a member of staff or other member of the school community or other individual or agency. This work will include: To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Education Act 2011, Equality Act 2010, and Keeping Children Safe in Education 2023.
- To be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role in school.

To ensure that the Designated Safeguarding Officer is kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

### **Additional duties:**

- To attend the weekly safeguarding meetings
- To provide a termly report for governors on the use of the service including impact and types of issues being presented
- To attend meetings with parents/cares and/or professionals if requested as appropriate
- To be part of the response in the rare case of a critical incident

## Person Specification

### ***Qualifications/Attainment***

Post-graduate Diploma or Masters level in Counselling or Psychotherapy (ideally this would specialise in working with children and adolescents)	Essential
BACP, UKCP or BPC registration or registration with an equivalent recognised professional awarding body	Essential
Further therapeutic training or qualification in working with children and young people. A minimum of 2 years' experience working therapeutically with children post qualification	Desirable
Group work training	Desirable

### ***Knowledge***

An understanding of the developmental, emotional, social and educational issues of children and young people	Essential
An understanding of how inequality impacts mental health and counselling	Essential
Knowledge of mental health and CAMHS Services	Essential
Knowledge of legislation and government policies pertaining to children in education, mental health and confidentiality.	Essential

### ***Experience***

Minimum of 2 years' post qualification experience	Essential
Experience of working with children and young people, preferably as a counsellor	Essential
Experience of working as part of a multi-disciplinary team	Essential
Experience of running groups	Desirable

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

A commitment to safeguarding children and young people	Essential
Ability to work with differences and the impact of inequality in counselling and a commitment to anti-oppressive practice	Essential
Good written and verbal communication skills	Essential
Good listening and communication skills	Essential
Good interpersonal skills	Essential
Maintain confidentiality where appropriate and keep confidential records securely in the knowledge of Data Protection Act 2018.	Essential
To be able to work flexibly and as part of a team	Essential
Ability to work independently, manage own caseload and use initiative	Essential
Ability to work under pressure	Essential
Excellent organisational and time-management skills	Essential
Computer literacy	Essential
An interest and commitment to ongoing professional development	Essential