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| **Ernest Bevin College**  **Job Description** |

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| **Title**: Mental Health Counsellor and Wellbeing Support | **Salary Scale: Scale 5 SP12-15 (20 hours-36 hours per week- TTO (39 weeks)** |
| **Supported by and reporting to:** Directors of Learning | **Assisted by:** Pastoral Teams and Senior Leaders |

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| **Personal and Professional Conduct** | * To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate * To have regard to the need to safeguard students’ well-being, in accordance with statutory provisions * To show tolerance of and respect for the rights of others * To promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * To ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law * To have a proper and professional regard for the ethos, policies and practice of the college in which they teach, and maintain high standards in their own attendance and punctuality |
| **Key Responsibilities** | * To offer counselling to students for a range of social, emotional and mental health issues * To provide students with a safe and non-judgemental way to voice their concerns or worries * To work with the pastoral teams (DoLs and HOYs) to support students on a range of wellbeing and mental health issues that may arise * To support the PSHE schemes of work and wellbeing * To work with the SENCo, to help support students on the SEND register with any mental health concerns * To facilitate group sessions on issues that are affecting students, such as anxiety, self-harm, raising resilience and raising self-esteem * To be a significant part of the whole college approach to wellbeing and mental health, in-line with Local Authority and government guidance for Mentally Healthy Schools for England * To be an advocate for mental health and wellbeing to support the goal that the whole college works together and is committed to being a mentally healthy school * To develop relationships with external agencies who offer support to our college community and / or individual students on matters relating to mental health issues * To contribute to regular reflections and evaluations to help develop the wellbeing and mental health practice in College * To assist in raising awareness within the College community of mental health issues, for example through College social media, displays, assemblies, seminars and talks, etc. * To recruit, support and deploy counselling volunteers as appropriate for the needs of the students and staff * To lead on a staff wellbeing group |
|  | * To work flexible hours, including evening work (parents’ evenings) / or occasional weekend work as required * To comply with any reasonable request from a manager to undertake other duties commensurate with the post. * To participate in professional and personal development programmes as required, including training and performance management review * To contribute to the overall ethos/work/aims of the College * To be aware of, and comply with Safeguarding, Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team. * To support the college’s Equality and Diversity Policy * To appreciate and support the work of other professionals |
| **Safeguarding** | * To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection. |

Work Hours – 20- 36 hours a week, Monday to Friday (flexible by arrangement). In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the college and in response to National demands after consultation with the post holder.

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| **Ernest Bevin College**    Scale 5 Sp12-15  **Hours:** 20-36Hours per week, 39 weeks a year (Term time only)  **Person Specification**  **Mental Health Counsellor and Wellbeing Support** |

Reporting to : Director of Learning

Assisted by : Pastoral Teams and Senior Leaders

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Have, as a minimum level of qualification, a professionally accredited (BACP) Diploma in Counselling, be registered with BACP (British Association for Counselling and Psychotherapy) and the UKCP (UK Council for Psychotherapy) or similar registration, with both adult counselling and child counselling qualifications and experience |  |
| **EXPERIENCE, KNOWLEDGE AND SKILLS** | * Experience of working and providing counselling in a school setting * Work well both individually and as part of a team to make a difference to the lives of students and staff * Be motivated, forward thinking, reflective, creative, and passionate about improving mental health outcomes for our community * Be flexible and adaptable with working arrangements as this role evolves * Be able to work on own initiative to plan and evaluate, and manage a varied workload * Be able to track and monitor the effectiveness of their interventions, and communicate this to the pastoral teams within the constraints of their confidentiality agreements * Have excellent communication skills and be someone who is good at establishing and developing positive relationships with a range of ages, genders and characters * Be committed to supporting the development of young people at the College | * Ideally be able to offer a range of therapies, to a range of ages |
| **PERSONAL QUALITIES AND CHARACTERISTICS** | * Commitment to own learning and development * Commitment to raising standards in attendance across the College * Work in ways that promote equality of opportunity, participation, diversity and responsibility * A commitment to abide by and promote the College’s Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies * The post-holder will require an enhanced DBS check |  |

**January 2022**