



Job Description – School Counsellor

Job Title	School Counsellor
Grade	Scale 7 & 8, Point 19 to 28
Reports to	SENCo
Liaison with	Heads of Year Designated Safeguarding Leads Students
Job Purpose	To provide an independent and confidential counselling service to students through individual sessions, responding to their personal, social, emotional or educational concerns; and to contribute to the whole school's SEND provision as required. To provide emotional support to students placed in the school enhanced provision for ASC when required.
Duties	<p>To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of students</p> <p>To support the SLT links and Heads of Years in engaging students in discussing Mental Health and Wellbeing which may include running assemblies and student focus groups and to be a presence around the school</p> <p>To maintain confidentiality (except in those circumstances, in line with BACP practice and the school's Safeguarding procedures, where this should be breached)</p> <p>To uphold good practice as described by the BACP ethical guidelines.</p> <p>To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD);</p> <p>To make referrals and/or liaise, where appropriate and in line with the school's Safeguarding procedures, to/with other agencies, members of staff and other professionals as appropriate to ensure the effective operation of the service and to provide the necessary support for individual students</p> <p>To maintain appropriate clear and concise records of all meetings and to keep these secure</p> <p>To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action</p> <p>To play an active role in Safeguarding children and adhere to the School's Safeguarding Policy and practice as set out in the Safeguarding Manual</p> <p>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</p>

CEO: Mr Ahson Mohammed

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	<p>To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP, the name and address of the supervisor to be supplied on request to the school</p> <p>To contribute in any other reasonable fashion to promote the safety and wellbeing of the students</p> <p>To provide relevant information to the SENCo for Governor / other school meetings as required</p> <p>To provide staff with relevant training and support as identified by the SENCo</p> <p>To provide whole school training for students and/or staff on wellbeing as identified / required by the school</p> <p>To write regular reports for the SLT Link on the use of the service and the types of issues being presented and impact evaluation and presenting to governors as required</p> <p>To attend meetings or discussion sessions with parents if asked and as appropriate within the agreed confidentiality guidelines above</p> <p>To perform any other duties as may reasonably be required by the Headteacher and SLT Link which are considered to be commensurate with the job purpose.</p>
General	<p>Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</p> <p>Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</p> <p>Participate in training and other learning activities as required</p> <p>Attend relevant school meetings as required</p> <p>To respect confidentiality at all times</p> <p>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</p> <p>To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace</p> <p>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>