



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

School Counsellor

Responsible to: Assistant Deputy Headteacher

Responsible for: Providing school-based counselling services to students

Grade: GS2

Working Time: Part time time (18 hours per week, term time only)

PURPOSE

- To provide a professional and confidential school-based counselling service to pupils), in accordance with British Association of Counselling and Psychotherapy (BACP) Best Practice Guidelines.
- To promote emotional health and wellbeing and enable young people to develop emotional resilience and improved self-esteem to help them manage the challenges and difficulties they face.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Counselling Services

1. To provide counselling services to students within the BACP Ethical Framework for the Counselling Professions.
2. To work within the BACP Children and Young People (CYP) Competences and Curricula Framework.
3. To work with a diverse range of issues including bereavement and loss, depression and anxiety, abuse, eating disorders and self harm

4. To conduct initial consultation meetings with school staff or parents in response to enquiries or requests for pupil counselling.
5. To conduct one-to-one counselling assessments with pupils using recommended Outcome Measures (where appropriate) in order to determine suitability for counselling intervention or need for referral to alternative support.
6. To effectively deliver one-to-one Humanistic counselling provision (as specified in written counselling contracts) as required, and hold a caseload of clients.
7. To communicate and liaise with referral sources, external agencies and/or other relevant professionals as needed in order to coordinate effective counselling provision for clients.
8. To establish effective liaison with school staff with regard to pupil referrals in respect of mental health and counselling issues and to support staff in their pastoral role.
9. To complete, maintain and keep secure appropriate case records, including client contracts, in accordance with school counselling best practice guidelines and the Counselling Service privacy notice and confidentiality policy.
10. To ensure that confidentiality is maintained in all aspects of work, except in those circumstances where, in accordance with BACP guidance and practice, disclosure should be made.
11. To work within the school's safeguarding policies, procedures and practices as set out in all relevant legislation and report all incidents of suspected/actual abuse and other safeguarding concerns to the Designated Safeguarding Lead.
12. To maintain a client-centred approach in all work with clients.
13. To actively ensure that the Counselling Service is an accessible, comfortable, quiet and safe place for young people to be.
14. To attend regular external clinical supervision with an appropriately experienced and qualified supervisor in accordance with BACP Guidelines and as agreed with the Line Manager.
15. To attend all training and staff development workshops as required.
16. To provide information on the Counselling Service, the role of the counsellor, referral procedure and the boundaries of confidentiality to the school community including students, staff, governors and parents/carers.
17. To annually review and maintain the Counselling Service confidentiality policy and the Counselling Service privacy notice and ensure they are accessible to school staff, parents and students via the academy website and Intranet.
18. To raise awareness, increase the profile and promote the counselling service using a range of strategies, including leaflets/posters, ICT and presentations.
19. To develop and maintain the school wellbeing webpage to ensure that all information and sources of support is accurate and appropriate.

20. To be aware of the school's personal, social, health and economic (PHSE) provision and provide input as appropriate
21. To develop and maintain the school Counselling Service area of the school's intranet.
22. To undertake effective monitoring, evaluation and risk assessments and maintain appropriate procedures and quality standards to ensure that the service provided responds to individual students' identified needs and objectives are met.
23. To present monitoring and evaluation data to the line manager, headteacher, Senior Leadership Team and governors on a regular basis showing anonymised statistical data and qualitative feedback from clients, ensuring that client confidentiality is maintained.
24. To produce an annual self-assessment of the Counselling Service and proactively identifying and implementing any necessary improvements and to provide additional reports as required.
25. To develop a strategy and operational plans for the extension of the counselling programme.
26. Proactively to obtain and maintain the specialist and up to date knowledge and understanding necessary for the postholder to provide a high quality, meaningful and compliant counselling service to students.
27. To contribute to the promotion of emotional health and wellbeing for all school staff and pupils and to provide emotional health and wellbeing induction training for new staff as required.

School Support:

1. Being aware of and complying with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Being aware of and supporting difference ensuring all students have equal access and opportunities to learn and develop.
3. Contributing to the overall ethos/work/aims of the school.
4. Participating in the appraisal process, attending training and other learning/development activities as required.
5. Playing a full part in school life by contributing to students' wider development through, for example, clubs, extracurricular activities and events.
6. To undertake any such duties as may be required by the headteacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Employee) Date: