

## JOB DESCRIPTION

<b>Job Title</b>	<b>Trainee Counsellor</b>
<b>Hours of Work</b>	<b>9am to 4pm; 1 day a week (Monday, Tuesday or Thursday)</b> <b>Temporary 12 month contract</b>
<b>Department / Group</b>	<b>Pastoral</b>
<b>Line Management</b>	<b>Head of Department / Line Manager</b>

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### PURPOSE OF THE POST

The Trainee Counsellor will work as part of the school's Learning Support and Child Protection teams to provide early intervention, emotional support and mentoring for students. The role aims to support students in understanding and changing unhelpful behaviours, improving emotional wellbeing, and developing positive coping strategies, while contributing to a safe, inclusive, and supportive school environment.

The post-holder will collaborate with staff, parents, and external agencies under appropriate supervision, ensuring all practice is conducted in line with safeguarding procedures, school policies, and professional training requirements.

### Tasks, Duties and Responsibilities

#### Trainee Counsellor Responsibilities and Accountabilities

1. To receive referrals from the service Manager or SMHL and to provide counselling for children/young people once a week all year through.
2. The work will take place in schools during school time, 8.45am – 4pm.
3. To be available to see four students per week in face-to-face sessions.
4. To be reliable in both attendance and punctuality.
5. To behave in an ethical and professional manner in all dealings with clients, with the counselling supervisor and with the counselling placement organisation.
6. To adhere to the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP) or other professional counselling bodies.

7. To ensure that all your counselling is subject to clinical supervision, and to attend fortnightly one to one clinical supervision session provided by RHS.
8. To seek and obtain written consent from a client about whom a case study report is to be written.
9. To provide a half termly log of client hours and client notes for RHS files.
10. To keep personal notes on clients and sessions confidential and secure in accordance with RHS policies and GDPR.
11. To hold student membership of the British Association for Counselling and Psychotherapy or another appropriate professional organisation.
12. To respond constructively to guidance.

### **Contributing to the Wider Life of School**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extracurricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.