

Job Title	School Counsellor	Grade	N/A
Department	Student Services	Hours	TBC
Reports To	Mental Health and Wellbeing Lead/Assistant Head teacher	Weeks	Term time

JOB PURPOSE

To counsel students and contribute to the school counselling service.

MAIN DUTIES AND RESPONSIBILITIES

Working alongside the Mental Health and Wellbeing Lead, you will provide a counselling service to pupils of the school. In particular you will:

- Provide appropriate, sensitive and confidential one to one counselling sessions to students aged 11- 18 and, when appropriate, staff.
- Run small groups to support students' emotional wellbeing.
- Assess students who are referred to the counselling service and liaise with the Mental Health and Wellbeing Lead to triage students appropriately. This may include referring students to CAMHS or other relevant services.
- Hold relevant BACP or UKCP accreditation and adhere to their code of practice.
- To be fully aware of and carry out all work in line with safeguarding procedures. This may involve attending conferences, planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with parents and other professional where required to support a student's needs.
- To keep clear and concise records of all sessions and to write any other reports required by the school. This includes collating and sharing data with the Mental Health and Wellbeing Lead at the end of each term.

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.

Policies

- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
- Ensure compliance with school policies and procedures including all statutory requirements i.e. Data Protection and Safety and Safeguarding.
- Continually promote and support the ethos and principles of the School and Trust to avoid any action that may be detrimental to the interests of the School and Trust

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"