

Job Description

Post Title:	School Counsellor
Location:	George Spencer Academy
Salary/Pay Range:	NJC 12-16
Hours of work:	Part time (3 days per week, term time only including inset days)
Reporting to:	Safeguarding and Child Protection Lead

Purpose of Role

The School Counsellor provides a professional and confidential counselling service for young people within the school to contribute to the promotion of good emotional health and wellbeing. They will develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in young people, whilst supporting them with their concerns.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

- To promote the safety of students in accordance with the school's Safeguarding Policy, responding to disclosure and reporting to the relevant lead professional.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

Specific Responsibilities

- Assess the appropriateness of counselling for students.
- To offer students individual counselling and support. To explore their feelings and look at how they might want things to be different, cope with changes and offer time and space to think about worries or difficulties.
- Work with a diverse range of issues including bereavement and loss, eating disorders and self-harm, depression, anger management, anxiety and fears, Covid-related issues.
- Deliver small support group workshops covering a range of issues if and when able.
- Liaise with the Safeguarding Officer and Directors of Learning and with personnel from other agencies with a view to completing referrals in order to access specialist agencies, such as Harmless, CAMHS, Children's Bereavement Centre.
- Keep suitable case records on the counselling in a secure place.
- Attend regular supervision with a suitably identified, qualified supervisor.

- Working in consultation with the School Safeguarding / Child Protection policies.
- Perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
- Provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to students, staff and parents.
- Report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting.
- Review and evaluate the service offered.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	√	
GCSE Maths and English grade C or equivalent	√	
Minimum of 2 year's post qualification experience (BACP, UKCP registered)		√
Minimum of 1 years' experience of working with children and young people	√	
Experience of facilitating groups.		√
Experience/further qualification in working with children, young people and families	√	
An understanding of the developmental, emotional, social and educational issues of children and young people	√	
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.	√	
Professional accreditation		√
Knowledge and skills		
Ability to work calmly under pressure	√	
Ability to communicate clearly orally and in writing	√	
Ability to work collaboratively with others	√	
Ability to work within school based systems and specified timelines	√	
Working knowledge of a range of administration procedures	√	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems		√
SIMS management information system		√
Knowledge of current Child Protection / Safeguarding practice	√	
Experience of working in school context		√
Knowledge of local mental health and CAMHS Service	√	
Knowledge of secondary education system		√
Ability to liaise/consult, as appropriate, with a wide range of professionals and agencies as well as students and parents	√	
Ability to present material on counselling work to groups of staff.	√	
Ability to maintain clear, up-to-date notes.	√	
Ability to advocate on behalf of students.	√	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	
Efficient and meticulous in organisation	√	
Able to follow direction and work in collaboration with the leadership team	√	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	√	
Ability to evaluate own development needs and those of others and to address them	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community.	√	