



Part A - Grade & Structure Information

Job Family Code	Unique	Role Title	School Counsellor
Grade	p9	Reports to (role title)	Designated Safeguarding Lead / Assistant Principal
JE Band	N/A	School	The Howard Partnership Trust
		Date Role Profile created	May 2026

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Provide high-quality emotional, social, and mental-health support to students through 1:1 counselling, group work, and preventative wellbeing programmes.</p> <p>Create a safe, confidential, and supportive environment for students to explore concerns affecting their wellbeing, relationships, behaviour, or learning.</p> <p>Work collaboratively with pastoral teams, safeguarding leads, SEN staff, and external agencies to ensure coordinated support for vulnerable students.</p> <p>Maintain accurate, secure, and timely records in line with safeguarding, GDPR, and professional counselling standards.</p> <p>Contribute to whole-school wellbeing initiatives, staff training, and early-help strategies.</p> <p>Typical accountabilities for roles at this level include:</p> <p>Delivering specialist support to students with emotional or mental-health needs.</p> <p>Assessing student needs and developing tailored support plans.</p> <p>Maintaining professional boundaries and confidentiality while adhering to safeguarding requirements.</p>
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	<p>Providing advice and guidance to staff on student wellbeing and early-intervention strategies.</p> <p>Contributing to monitoring, evaluation, and reporting on the impact of counselling provision.</p>
THPT Work Context and Generic Responsibilities	<p>Work within the ethos, values, and policies of The Howard Partnership Trust, supporting its commitment to inclusive education and student wellbeing.</p> <p>Provide a visible, approachable presence within the school community, promoting positive mental health and resilience.</p> <p>Uphold safeguarding responsibilities, reporting concerns promptly and appropriately.</p>
Line management responsibility if applicable	<p>No direct line management responsibilities.</p> <p>May supervise trainee counsellors or support staff where appropriate.</p>
Budget responsibility if applicable	<p>No direct budget responsibility.</p>
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>Work with others</p> <ul style="list-style-type: none"> • Deliver high quality services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, parents, partner organisations, agencies and/or contractors. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Escalate issues as appropriate. <p>Resources</p>

	<ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisation's policies and procedures. • May have delegated responsibility for a budget(s) or equipment. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching & Learning:</p> <p>To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Competent in a range of IT tools. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others.
<p>Details of the specific qualifications and/or</p>	<p>Recognised counselling qualification at Level 4 or above.</p>

<p>experience if required for the role in line with the above description</p>	<p>Membership of a professional body (e.g., BACP, UKCP, NCS). Evidence of ongoing CPD in safeguarding, mental health, or child development.</p>
<p>Role Summary</p>	<p>Roles at this level are specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>