



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

## APPENDIX 1

*Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.*

*We are committed to safeguarding and promoting the welfare of children*

<b>Role Title</b>	School Counsellor
<b>Team/Department</b>	Pastoral Care
<b>Reports to</b>	Deputy Headteacher and DSL (Pastoral Care)
<b>Grade/Scale Point</b>	H5 – SCP 9 - 12
<b>Full time/Part time</b>	Part time – 21 hours per week, Term Time plus Insets 3 days per week – Wednesday, Thursday, Friday
<b>Created/updated</b>	February 2026

### **Purpose:**

1. To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
2. To provide support, guidance and advice to parents, carers and the school.
3. To observe confidentiality and to support the school's aim to provide excellent teaching and learning for all students.
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

### **Main Duties**

- To be responsible for the confidential counselling services to students as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records.
- To liaise with the Designated Safeguarding Lead on a frequent basis.
- To provide regular audit information such as numbers, age range and types of problems to the SLT.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To be aware of national policies, codes of practice and ethics.
- To continually review and evaluate the service.
- To carry out other duties as reasonably directed by the Deputy Headteacher, Pastoral Care



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

## APPENDIX 1

### General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies
- Uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

School Business Manager.....

Date.....

Specification	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• Post-graduate Diploma or Masters level in Counselling or Psychotherapy</li> <li>• BACP Accreditation or UKCP registration</li> </ul>	<ul style="list-style-type: none"> <li>• Further therapeutic training or qualification in working with children and young people</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• An understanding of the developmental, emotional, social and educational issues of children and young people</li> <li>• An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds</li> <li>• Knowledge of local mental health and CAMHS Service</li> <li>• Good working knowledge of national policies, codes of practice and ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a school environment</li> <li>• Minimum of 2 year's post qualification experience</li> <li>• Minimum of 1 year's experience of working with children and young people</li> </ul>
Abilities and Skills	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Ability to work independently</li> <li>• Positive communication and listening skills</li> <li>• Patience, tolerance and sensitivity</li> <li>• A mature and non-judgemental outlook</li> <li>• Enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to the School's Ethos and core values of Peace, Justice, Truth and Love.</li> <li>• Confident and competent use of ICT</li> <li>• Ability to work effectively as part of a team</li> </ul>

