



Gosford Hill School

Description - School Counsellor on Placement

<u>Responsible to:</u>	Lead School Counsellor
<u>Salary Scale:</u>	N/A (Unpaid placement)
<u>Working Time:</u>	To be discussed at interview

Job Purpose:

Working with the Lead Counsellor and counselling team to support students and staff with mental health issues, and to ensure the best possible outcomes for students in school and in their lives beyond. You will be expected to attend fortnightly clinical supervision on site.

Principal Responsibilities

Counselling:

- To offer pupils and staff individual counselling and support
- To attend clinical supervision
- To submit suitable clinical notes on a weekly basis
- To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears (list not exhaustive)
- To uphold good practice as described by the BACP/UKCP ethical guidelines
- To promote a caring and supportive environment for concerns to be explored thereby promoting mental and emotional health
- To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action to the lead counsellor
- To attend meetings or discussion sessions with parents if asked and as appropriate within agreed confidentiality guidelines

Collaboration with School Staff/ External Agencies:

- To liaise with school staff and other professionals as appropriate to ensure the best possible support for the students

Safeguarding and Pupil Wellbeing:

- To play an active role in Safeguarding children adhering to and working in consultation with school child protection policies
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached)
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Record Keeping, Reporting and Assessment:

To keep suitable case records on counselling in a secure place

To contribute clinical data for an annual report

Professional Development:

To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.

To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).

Mental Health and Wellbeing:

To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.

To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Notes:

While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Gosford Hill School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.