



## **FELSTED SCHOOL JOB DESCRIPTION**

### **School Counsellor**

#### **The Role**

Accountable to: Head of Wellbeing

To provide confidential counselling to students, staff and support to parents and promote physical and mental wellbeing.

#### **Role Responsibilities** (illustrative, not exhaustive, list):

- To provide support and guidance on welfare and mental health matters to staff, pupils and parents
- To provide an agreed number of hours of one-to-one or group counselling for students and staff
- Complete all necessary paperwork and administration
- Attend regular supervision with the Head of Wellbeing
- Liaise with School Chaplain, Doctor, Parents and other organisations where necessary
- Work on own initiative
- Make decisions on a need to know basis
- Maintain confidentiality and be able to make informed decisions
- Have a close working relationship with HMs and Heads of Phase
- Any other ad-hoc duties as reasonably requested.

#### **Skills, Knowledge and Experience**

##### **Essential:**

1. Qualified and accredited counsellor/psychotherapist
2. Registered with a recognised professional body (e.g. BACP or UKCP)
3. Experience working with adults, children and adolescents
4. An excellent communicator
5. Able to balance the needs of the different groups of stakeholders.
6. Excellent IT skills and able to manage the necessary administration ethically and efficiently
7. Psychologically robust and able to work under pressure
8. To be flexible and proactive where necessary

##### **Desirable:**

9. Hold a valid First Aid at Work certificate
10. Experience using Google Drive
11. Hold a Mental Health First Aid certificate
12. Have previous experience working within the education sector.

#### **Reward and Recognition**

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free hot drinks (tea, coffee)
- Membership availability to the Schools' Healthcare Scheme via BUPA

- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

#### **Terms of Employment**

- Permanent
- Term-time only (34 weeks per annum)
- Working 32 hours per week
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Salary of £30,373.30 (£27,102.08 plus £3,271.22 holiday pay) per annum
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**