

Job Description

Job title:	School Counsellor
Grade:	Grade 8
Hours/Weeks:	25 hours per week, term time only (39 weeks including INSET days)
Working Pattern:	Monday- Friday (exact pattern to be agreed across core school hours. Breaks are unpaid)
Contract type:	Permanent
Immediate line manager:	Assistant Headteacher
Job Purpose:	To provide a professional, confidential and student-centred counselling service that supports the emotional wellbeing, mental health and personal development of students, contributing to positive outcomes, safeguarding and inclusion across the school community.

Working with Students

- To provide a professional, confidential and student-centred counselling service to students, including support to families and carers where appropriate.
- To provide therapeutic support for a wide range of emotional, behavioural and mental health issues, including anxiety, depression, bereavement and loss, self-harm, eating disorders, anger management, trauma, abuse, transition-related difficulties and other issues affecting students' wellbeing.
- To assess and manage risk relating to students presenting with self-harm, suicidal ideation, abuse, neglect or other safeguarding concerns, taking appropriate action in line with school procedures and professional guidance.
- To provide an inclusive counselling service that respects and values diversity and promotes equality of opportunity for all students.

Professional Collaboration

- To work as a member of the Student Support Team, contributing to projects and initiatives that support the welfare, wellbeing and development of students.
- To operate on a referral basis and manage an identified caseload of students.
- To work collaboratively with parents/carers, school staff, safeguarding teams and external agencies to support positive outcomes for students, whilst maintaining appropriate confidentiality.
- To support staff in working with young people, including providing consultation, advice and signposting to appropriate support services where required.
- To promote awareness, understanding and accessibility of the school's Counselling Service among students, staff, parents/carers, governors and external agencies.

- To establish and maintain effective professional relationships with external agencies to facilitate referrals and access specialist support where required.

Safeguarding and Professional Practice

- To comply with the school's safeguarding and child protection policies and procedures, maintaining an awareness of safeguarding responsibilities at all times.
- To share concerns appropriately with the Designated Safeguarding Lead (DSL) where there is a risk of harm to a student or others, in accordance with legislation, school procedures and professional guidance.
- To perform duties in accordance with the codes of ethics and professional practice of the BACP, UKCP or equivalent professional body.
- To maintain professional registration, accreditation and Continuing Professional Development (CPD) in line with professional requirements.
- To participate in regular clinical supervision in accordance with professional standards and best practice.

Service Management and Administration

- To maintain accurate and appropriate case records in accordance with professional standards, GDPR requirements and the school's policies on confidentiality and information sharing.
- To provide regular reports to the line manager, including service usage data, emerging themes and trends, whilst maintaining confidentiality.
- To monitor, review and evaluate the effectiveness of the counselling service and contribute to its ongoing development and improvement.
- To contribute actively to the school's CPD programme.
- To undertake any other duties commensurate with the nature and level of the post as reasonably required by the Headteacher or line manager.

Other Responsibilities

- To maintain an active awareness regarding the Prevent Duty and local safeguarding procedures.
- Comply with all school policies including health, safety, confidentiality and data protection.
- Contribute to the ethos and aims of the school; attend relevant staff meetings and all INSET days.
- Participate in the Professional Development Programme including annual and interim reviews.
- Have regard for safeguarding pupils' well-being in accordance with statutory provisions.
- Carry out any other reasonable request by the Headteacher.

This job description is illustrative and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the school are met. The above duties may involve access to confidential information; confidentiality must be maintained at all times.

The Cooper School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Professional counselling or psychotherapy qualification recognised by BACP, UKCP or equivalent. • Current professional membership/accreditation. • Evidence of ongoing CPD and clinical supervision. • Safeguarding and child protection training, or willingness to undertake this. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of the developmental, emotional, social and educational needs of children and young people. • Knowledge of adolescent mental health, including anxiety, depression, self-harm, trauma and emotional wellbeing. • Understanding of safeguarding, child protection, confidentiality, consent and information-sharing requirements. • Awareness of CAMHS, local mental health services and referral pathways. • Understanding of the needs of students from diverse backgrounds, including those with SEND and neurodiverse conditions. 	
Experience	<ul style="list-style-type: none"> • Experience of providing therapeutic support to children and young people. • Experience of group facilitation and case management. • Experience of working within multi-disciplinary teams. • Experience of risk assessment, safeguarding referrals and liaison with parents/carers and external agencies. • Experience of maintaining accurate and confidential records. 	<ul style="list-style-type: none"> • Experience of working in a school or educational setting. • Experience of delivering wellbeing, resilience or mental health awareness programmes.
Communication and Skills	<ul style="list-style-type: none"> • Excellent written, verbal and interpersonal communication skills. • Ability to build effective relationships with students, families, colleagues and external professionals. • Ability to work independently, manage a caseload, prioritise workload and use initiative. • Ability to assess needs and identify appropriate interventions or referrals. • Strong organisational, record-keeping and IT skills. • Ability to work calmly under pressure. • Commitment to professional development and reflective practice. • Demonstrates empathy, patience, sensitivity and professional judgement. 	

Criteria	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> • Ability to engage positively with young people and support them to achieve their potential. • Ability to establish appropriate professional boundaries and maintain confidentiality. • Commitment to equality, diversity, inclusion and safeguarding. • Demonstrates integrity, resilience, self-awareness and professionalism. • Awareness of health and safety responsibilities. • Satisfactory safer recruitment and DBS clearance. • Right to work in the UK. 	