

Rickmansworth School

Job Description:	Counsellor
Salary:	M1 pt 34 - £45,091 plus £1,043 fringe allowance Pro-rata - Actual Salary: £10,689.25 pa incl. Fringe
Hours:	10 hours per week - days to be agreed
Line Manager	SLT Mental Health Lead
Notice Period	3 months

Purpose of role: To provide a high quality, confidential counselling service to students experiencing a wide range of emotional, social and mental health difficulties. This includes offering one-to-one therapeutic support, developing individualised support strategies and contributing to whole-school initiatives that promote emotional wellbeing. The role also involves working closely with parents, carers and school staff to offer guidance, advice, and practical support, helping to ensure a consistent and informed approach to student welfare and fostering a safe, inclusive, and supportive school environment.

Main Responsibilities

Main Responsibilities:

- Provide an independent and confidential counselling service to students at Rickmansworth School through individual sessions, addressing personal, social, emotional, or educational concerns
- Offer advice and support to school staff in relation to student wellbeing and mental health
- Maintain accurate, appropriate, and confidential records in accordance with legal and professional guidelines
- Adhere to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for the Counselling Professions
- Liaise regularly with the Senior Leadership Team (SLT) Mental Health Lead, providing regular audit data such as the number of students seen, age ranges, and types of issues presented
- Follow the school's Child Protection and Safeguarding Policy where appropriate, ensuring the welfare of students is prioritised at all times
- Possess and maintain a thorough knowledge of local and national mental health services and referral pathways
- Stay informed of developments and changes in counselling and education that may affect service delivery and student support
- Refer students, where appropriate and with their consent, to external agencies or support services
- Maintain secure storage and confidentiality of all counselling records
- Work collaboratively with school staff and other professionals to support the effective delivery of the counselling service
- Monitor and analyse trends and patterns in student issues, identifying potential causes and recommending appropriate action where necessary
- Ensure regular professional supervision is in place, as required by BACP guidelines
- Provide support to larger groups of students in the event of a stressful incident e.g. death or injury to a member of the school community.

Professional Development

- Take responsibility for personal professional growth by engaging with CPD opportunities, further training, and the pursuit of relevant academic or vocational qualifications
- Demonstrate a proactive attitude towards self-improvement and the enhancement of practice

Standards and Quality Assurance

- Support and uphold the values, aims, and ethos of Rickmansworth School
- Lead by example in professional conduct, including standards of dress, punctuality, and attendance
- Follow and support the implementation of all school policies
- Participate in staff training and whole-school development activities
- Foster positive links with the Governing Body, Hertfordshire County Council, and local schools where appropriate

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a

commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Counsellor

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Previous experience of working with Children or young adults	E	A/I
Prior experience as a Counsellor	E	A/I
Qualifications and Training:		
Post-graduate Diploma or Masters level in Counselling or Psychotherapy	E	A/I
BACP Accreditation, UKCP registration or BPC	E	A/I
Further therapeutic training or qualification in working with children and young people	D	A/I
Knowledge:		
An understanding of the developmental, emotional, social and educational issues of children and young people	E	A/I
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds	E	A/I
Knowledge of local mental health and CAMHS Service	E	A/I
Knowledge of the Children's Act and legislation pertaining to children	E	A/I
Excellent verbal and written communication skills and ability to relate well to School staff, students and parents	E	A/I
Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students	E	A/I
Aptitudes:		
Good written and verbal communication skills	E	A/I
Ability to work independently	E	A/I
Patience, tolerance and sensitivity	E	A/I
Enthusiasm	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I
Committed to working as part of a team and significantly contributing to its effectiveness and success	E	I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Positive outlook & ability to work under pressure	E	I
High work standards and accuracy. Pride in a job well done.	E	A/I
Interest in the education of young people.	E	A/I
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for English in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School's sustainability goals	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School	E	A/I

community		
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

