



JOB TITLE: School Counsellor

REPORTS TO: Head teacher

BAND: Grade D

JOB PURPOSE

To be responsible for providing and developing a counselling and mentoring service that meets the individual needs and behaviour management of pupils, focusing on their pastoral support, emotional and social well-being.

To support the positive social and emotional development of children and young people.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's central team Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- To provide counselling and mentor support for pupils experiencing difficulties that impact on their learning, well-being, social and educational development, using assessment processes, sign-posting and arranging support through other agencies.
- To provide counsellor support to those in vulnerable groups in particular those children at risk of exclusion, those with emotional or behavioural difficulties, or looked after children, or at risk of harm/abuse.
- To ensure the counselling service reaches all socially excluded groups.
- To assist in planning, organising and managing structured learning activities that reflect specific expertise and knowledge.
- To initiate and develop social skills group work with pupils who are having emotional difficulties.
- To initiate and develop lunchtime clubs for children who are having emotional difficulties.
- To assist in developing and training pupils for a peer mentoring scheme within school.



- Supporting pupils, including those with SEN individually or in small groups, implementing individual education plans, using either specialist knowledge or skills in providing such support (e.g. behaviour management).
- To keep confidential school pupil case records.
- Ensure effective information sharing for pupils with specific needs.
- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence-based reports to line management.
- To liaise with families to support learning at home, working with other key services e.g. Home School Liaison.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc
- To be a member of the inclusion team contributing to meeting, where appropriate.
- To work within the schools policies to promote equalities.
- To work at all times within the ethics and guidelines of the BACP.
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities, e.g. open days, presentation evenings, where appropriate.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full



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General heading	Detail	Examples
Qualifications & Experience	Specific qualifications and experience	Successful experience working with children in a professional setting.
		Successful experience of working as School Counsellor or similar role
	Knowledge of relevant policies and procedures	Being aware of relevant school policies for example Child Protection, Health and Safety and Equal Opportunities Experience of working with BACP guidelines
	Literacy	Educated to NVQ Level 2 or equivalent
	Numeracy	Educated to NVQ Level 2 or equivalent
	Technology	Excellent working knowledge of ICT to support learning.
Communication	Written	Experience of producing accurate and up-to-date records and reports as required.
		Communicate information that needs to be shared in a professional and timely manner
	Verbal	Ability to communicate with a range of audiences including other employees within the school, pupils and parent.
		Ability to listen effectively.
	Negotiating	Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum.
Languages	Overcome communication barriers with children and adults	
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
		Ability to respond proactively to unexpected problems and situations.
	SEN	Ability to understand and support children with developmental difficulty or disability
	Child Development	Good understanding of the general aspect of child development
Ability to assess progress and performance		
Working with others	Working with partners	Understand the role of others working in and with the school
		Understand and value the role of parents and carers in supporting children



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	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Information	Know when, how and with whom to share information
		Ability to show sensitivity and objectivity in dealing with confidential issues.
	Team work	Ability to work effectively with a range of adults
Responsibilities	Organisational skills	Good organisational skills
		Ability to remain calm under pressure
	Time Management	Experience of identifying work priorities and managing own workload to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role