

**School Counsellor**

**Job Description**

**Purpose of the job**

To provide a counselling service for students and staff and help maintain the welfare of all students and staff at the Academy.

**Reporting to**

Deputy Headteacher

**Main responsibilities**

* To provide counselling for individual students for a range of issues including difficulties with peers, behavioural difficulties in the classroom, emotional issues arising from family breakdown, relationship with parents, and attendance problems
* To write up, record and feedback from meetings and counselling sessions and to maintain secure records
* To assess/consider referrals from teachers, support staff, the Educational Psychologist, the Behaviour Support Service, GPs and parents. Also, operate a system whereby students can self-refer and be able to be seen privately as soon as possible after the request
* To develop and implement a programme for group counselling
* To develop a programme for and delivering staff training in counselling skills and restorative approaches
* To support in-house pastoral mentoring programme
* To provide professional advice and support for staff
* To attend meetings and liaise with outside agencies and other schools where appropriate
* To attend regular supervision with a suitably qualified supervisor
* To undertake other tasks as reasonably required by the Headteacher

**Safeguarding responsibilities**

* Promote and safeguard the welfare of all children and young people within the Trust.
* Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
* promoting and safeguarding students’ wellbeing.
* showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

**General responsibilities**

* Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
* Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

**Person Specification**

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| **Qualifications and experience** | **Essential** | **Desirable** |
| **BACP or equivalent accreditation and Registration with UKRC or equivalent** | **✓** |  |
| **Diploma / degree level qualification** | **✓** |  |

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| **Professional Knowledge & Understanding****The successful applicant will need to demonstrate knowledge and understanding of:** | **Essential** | **Desirable** |
| **Should work within a recognised code of ethics and practice outlined of an appropriate public body** | **✓** |  |
| **Sound judgement and decision making** | **✓** |  |
| **Sound understanding of safeguarding issues** | **✓** |  |
| **High level of interpersonal skills - negotiation, mediation, etc** | **✓** |  |
| **Confidentiality and able to deal with complex / sensitive issues** | **✓** |  |
| **Excellent communication skills** | **✓** |  |

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| **Personal Qualities and Skills****Ideally, we are looking for someone who:** | **Essential** | **Desirable** |
| **Wants to be part of the whole school ethos at The Langley Academy.** | **✓** |  |
| **Is reliable, well organised and committed to high standards.** | **✓** |  |
| **Enjoys working with, and supporting young people** | **✓** |  |
| **Is able to maintain confidentiality** | **✓** |  |
| **Is able to communicate clearly and effectively with key stakeholders.** | **✓** |  |
| **Has a belief and passion that effective education and pastoral support can support young people in overcoming any barriers that they might face.**  | **✓** |  |
| **Is committed to keeping up to date with the changing world of education.** | **✓** |  |
| **Is willing to support colleagues and share good practice with them.** | **✓** |  |
| **Is an active listener who understands the pressures of working with young people and in education.** | **✓** |  |

**Last review date**: May 2023