The Leathersellers’ Federation of Schools:   
Prendergast Ladywell School

Student Counsellor

Salary/Grade

SO2 points 27 - 29

35 hours a week Term Time only + 5 Inset Days (39 weeks per year)

Purpose of the job

The Counsellor is responsible for:

* Providing practical, solution-focused counselling to students. This will typically involve initial assessments of clients, on-going appointments, dealing with emergency referrals and responding effectively to students in crisis.
* Working within the systems and structures of the school and following agreed protocol and established school policies.
* Contributing to the overall ethos, work and aims of the school.

Reporting to

The Counsellor will be directly responsible to the Child Protection, Safeguarding and External Provision Manager.

Responsible for

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Job specification

**Operational**

* Promote student well-being through practical, timely and appropriate interventions and referrals. This will include providing common sense advice and support as well as counselling.
* Provide individual, solution-focussed counselling, such as CBT, for students on a time-limited basis.
* Maintain high standards of service in line with the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice.
* Undertake client assessments in line with the BCAP guidelines.
* Effectively evaluate outcomes at the beginning and end of a counselling contract.
* Liaise closely with the line manager to ensure the most appropriate interventions are utilised.
* Promote the school’s counselling service through the school’s pastoral and tutor system as required.
* Establish and maintain effective relationships with parents, colleagues and external professionals.
* Make timely and appropriate referrals to external agencies as required and in liaison with the line manager.
* Attend meetings with colleagues and external professionals as required.
* Promote a health and well-being agenda by organising and facilitating group work as required.
* Maintain the highest of professional standards through Supervision and CPD.
* Report any clinical, welfare and/or child protection concerns to the designated safeguarding person in line with the school’s safeguarding policy.
* Facilitate the sharing of information with all relevant agencies in line with the school’s policies and procedures, whilst maintaining appropriate levels of confidentiality.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.

## Administrative

* Undertake administration tasks as required, for example, preparation and circulation of letters and reports, photocopying and filing.
* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
* Compile regular reports as required in areas such as client caseload, waiting times, referrals and impact.
* Maintain confidential manual and computerised record and filing systems in line with requirements and BCAP guidelines.
* Maintain an effective referral and booking system.
* Take minutes and/or notes in meetings as required and circulate associated information.

## General

* Attend parents’ evenings, open days and meetings with parents/carers and other professionals as required.
* Attend relevant meetings and training sessions.
* Undertake first aid training and responsibilities as required.
* Keep abreast of developments and changes in the relevant field/s and communicate to staff as appropriate.

# Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

S/he is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall uphold the school’s policy in respect of child protection and safeguarding matters.

S/he shall be subject to all relevant statutory and institutional requirements.

S/he may be required to perform any other reasonable tasks after consultation.

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

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the school’s appraisal scheme.

# STUDENT COUNSELLOR: PERSON SPECIFICATION

# Essential

* BACP accreditation or working towards.
* A minimum of two years’ experience as a practising counsellor/therapist.
* A sound clinician who demonstrates the professional conduct necessary to work well independently and as a member of a team.
* An ability to work with children in a diverse, inner-city secondary school.
* Excellent interpersonal skills with an ability to confidently build and maintain professional relationships with all stakeholders.
* Experience of a school environment and systems and of working with a variety of external agencies.
* An ability to devise and apply creative solutions to ensure successful outcomes.
* An ability to work under pressure and prioritise workload.
* A clear understanding of procedures relating to child protection, safeguarding, equal opportunities and other relevant legislation.
* Good standard of literacy and numeracy skills.
* Able to use ICT packages and equipment effectively.
* Able to appropriately deal with confidential information/situations.
* Able to follow direction from line manager.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection and safeguarding.
* Recognition of the importance of personal responsibility for health and safety.
* Commitment to the school’s ethos, aims and its whole community.

# Desirable

* Certificate in Brief Therapy
* Certificate in Supervision, or equivalent.