JOB DESCRIPTION

**Job Title: Counsellor**

**Pay Scale: Scale 6**

**Hours: 28 hrs p/w, 45.6 wks p/a**

**Responsible to: Assistant Headteacher/DSL**

1. Job Purpose

* To provide support and guidance to students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential
* To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with students, young people and those engaged with them, and counselling relationships with targeted students
* To work within an external range of networks and partnerships to broker support and learning opportunities and improve the quality of services to students

2 Major Tasks, Duties and Responsibilities

Counselling of vulnerable students

* Provide a high quality professional and confidential counselling service to students in

order to promote emotional health and well-being and enable them to overcome barriers to learning and help them deal with the difficulties they may face

Organise sessions in flexible ways that meet the needs of the school, offering appropriate assessments, ongoing support to individuals and small groups

* Maintain up-to-date case notes in a safe place
* Work at all time within the ethics and guidelines of BACP
* Provide reports for the Assistant Headteacher/DSL as requested
* Liaise with relevant staff regarding support needed and onward referrals to outside

Agencies

* Review the counselling provision with the line manager on a termly basis

1. Promoting excellent attendance

* As requested, contact families to ensure attendance at key events in school

1. Promoting excellent behavior

* Support the Assistant Headteacher/DSL in the organisation of the work of external agencies

1. Supporting school admission and induction, transition

* Be involved in collection of information about Year 7 students, including building relationships and new students ahead of their arrival

1. Other

* Contribute to the ethos of the school and uphold its vision and values
* Liaise with designated safeguarding lead as required with respect to risk and safeguarding issues
* Work Closely with other identified member of staff
* Meet regularly with the designated line manager
* Attend school meetings and training as required on days when you ae in school
* To be appointed First Aid person if required (following training)
* Participate in appraisal processes
* Work within and promote the school’s equal opportunity and equalities policies
* To undertake other duties, appropriate to the post, as may be required from time to time
* Promote and ensure the Health & Safety and Good Behavior of students at all times

**Disclosure and Barring Service**

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service check