

## **Job Description: School Counsellor**

### **Job Purpose**

1. To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
2. To provide support and guidance to parents, carers and the school where appropriate.
3. To observe confidentiality
4. To support the school's endeavour to provide excellent teaching and learning for all students.
5. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

### **Specific Responsibilities**

1. To provide an independent and confidential counselling service to students through delivery of individual sessions, and responding to their personal, social, emotional or educational concerns.
2. To promote a caring and supportive environment, including a lunchtime drop-in service, where such concerns can be explored.
3. Use creative ways of working where necessary and appropriate to engage young people.
4. To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
5. To uphold good practice in line with BACP guidelines.
6. To make referrals, where appropriate, to other agencies.
7. To be responsible for advice and support to staff where appropriate, and maintaining good relationships in school.
8. To be responsible for liaison with parents, carers, staff and outside agencies as and when appropriate.
9. To be responsible for managing the waiting list and liaising with young people and staff to keep them updated.
10. To be responsible for maintaining and securely storing confidential and clinical records.
11. To provide regular audit information to the school such as numbers, age range and types of problems.
12. To have a thorough knowledge of the mental health provision locally and nationally.
13. To continually review and evaluate the service.
14. Be mindful, at all times, of working within the school's ethos and policies, especially Safeguarding policy.
15. To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.

### **Continuing Professional Development**

Take responsibility for personal and professional development, keeping up to date with research and developments concerning the mental health of young people, and concerning counselling in schools.

## **Person Specification**

### **Education / Qualifications**

- Qualified to a minimum of Counselling Diploma level
- In possession of, or working towards, BACP accreditation, UKCP registration or BPC

### **Knowledge**

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health provision and CAMHS Service
- Knowledge of the Children's Act and legislation pertaining to children

### **Experience**

- Minimum of 2 years' post qualifying experience
- Minimum of 1 years' experience of working with children and young people

### **Skills and abilities**

- Ability to work independently
- Exceptional communication and listening skills
- Good written skills
- Ability to be flexible and adaptable
- Patience, tolerance and sensitivity
- Enthusiasm and a love of working with young people