



## JOB DESCRIPTION

<b>Job Title:</b>	School Counsellor
<b>Responsible to:</b>	TBC
<b>Responsible for:</b>	N/A
<b>Grade:</b>	Scale SO1, point 23 - 25
<b>Hours:</b>	21.6 hours per week x 45.6 weeks per annum

### Job Purpose

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

### Main Responsibilities

#### Assessment and support to vulnerable children:

#### Counselling

- Provide individual and group counselling and psychological support to pupils with identified concerns and needs.
- Offer consultation, advice and support for parents who have concerns about their child.
- Act, when appropriate, as a mediator for families in crisis involving other agencies as appropriate to ensure appropriate engagement.
- Secure and/or signpost developmentally appropriate and prevention-oriented activities to meet individual and group needs including therapeutic and behaviour management programmes as required.
- To liaise with other organisations and professionals where appropriate.
- To maintain accurate records of work with pupils and track data as a result of intervention

#### Inclusion

- Attend and contribute to relevant meetings concerning pupils including school referral meetings
- To be fully involved with colleagues in relation to prioritisation, risk assessment and joint working with individuals and families.

- Be aware of the need to support other groups in school including, pupils at risk of exclusion, pupils with attendance issues, victims or witnesses of domestic violence, pupils emotionally unstable, drug users, gang members, pupils displaying sexually inappropriate behaviour and pupils vulnerable to teenage pregnancy.
- Attend regular supervision with a suitably qualified supervisor (a contribution to the costs will be made by the School).

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines

- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally