

Chingford Academies Trust

Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Trust School Counsellor		
RESPONSIBLE TO:	Support Staff Line Manager (tbc)		
GRADE/PAY RANGE:	Scale SO1 (Point 23 to 25)		
HOURS:	30 hours per week x 45.46 weeks per year		
WORKING PATTERN:	Monday:	8:45am to 3:30pm	
	Tuesday, Thursday and Friday:	8:45am to 3:10pm	
	Wednesday:	8:45am to 4:30pm	
	Lunch:	45 mins	
KEY CONTACTS:	Internal:	All staff and students within the school and across the Trust	
	External:	External agencies and professionals	
RESPONSIBLE FOR:	None		

This is a Trust post and the post holder will be required to work at all schools within the Trust

PURPOSE OF THE JOB

- To take the lead in ensuring efficient and effective systems are in place to support the social and emotional needs of the students
- To take an active role in pastoral care and behavioural management
- To promote student success, provide preventive services, and respond to identified student needs by developing and delivering a comprehensive counselling program that addresses students' personal and social development
- To support the aims and values of the Trust at all times

MAIN RESPONSIBILITIES AND DUTIES

COUNSELLING SUPPORT AND INTERVENTIONS

1. To provide a safe, therapeutic environment for young people and provide the opportunity to talk in a confidential, non-judgmental, empathetic space about issues and concerns they may be facing in their lives, to encourage the development and well-being of young people.
2. To work within the British Association for Counselling and Psychotherapy (BACP) guidelines. In particular, to adhere to the BACP Ethical Framework for good practice in counselling and psychotherapy, as well as working within school policies and practices.
3. To assess the needs of young people seeking counselling and recommend suitable follow-up support and referral to other agencies, e.g. CAMHS, Social Services, and to liaise and work effectively and build positive relationships with other statutory and voluntary services, for example Social Services
4. To work with young people, to provide the best possible follow up support, to ensure successful outcomes
5. To work with a diverse range of issues including bereavement and loss, transition, self-harm, depression and anxiety, early developmental trauma, attachment disorders, abuse of any kind
6. To ensure client confidentiality within the counselling services at all times, subject to concerns about a young person's welfare/mental health concerns
7. To promote the rights of young people and to act as an advocate where appropriate
8. To liaise with school staff in particular the pastoral and safeguarding team concerning students with these needs that could affect students' academic performance and/or behaviour
9. To keep abreast of legislation linked to the counselling field
10. To attend regular appropriate training, supervision and team meetings as agreed by the line manager to maintain own professional development or to enhance competence within job role

11. To provide information on the counselling/therapy service, the role of the counsellor/therapist and the boundaries of confidentiality to pupils, staff and parents
12. To maintain up-to-date, accurate student records as they relate to personal social development
13. To maintain and track data and trends to inform senior leaders decision-making and using the data to inform, practice, progress and improvements
14. To undertake monitoring and evaluation of activities and provide termly reports in line with Trust guidelines and in conjunction with your line manager
15. To ensure the security of case records, communicating with school staff regarding cases as appropriate
16. To observe safeguarding procedures in adherence with CAT policies and practices
17. To provide supervision and support to trainee counsellors if applicable
18. To undertake any duties and responsibilities that are commensurate with the grade of the post and participate in the regular review of the content of the job description

OTHER DUTIES AND RESPONSIBILITIES

1. To be mindful of the needs of the whole school and flexible in delivering a therapeutic service
2. To will provide additional support and guidance for families and staff wherever needed with the overarching goal being student success and wellbeing
3. To support staff in events of whole school bereavements
4. To attend meetings (sometimes evenings and out of hours) as directed by line management

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder.....

Signature..... Date.....

- To offer pupils (young people between the ages of 11 and 19) individual counselling. This to be achieved through the provision of an appropriate counselling contract, a range of therapeutic interventions, and delivery of group work and/or other methods as deemed appropriate.