**School Counsellor**

**Grade 7 Scale Point 19-25**

**Reports To - SLT**

**Job Description**

## **Main purpose of the post:**

A well-qualified Student Counsellor is required to offer counselling and support services to Parklands students. The successful candidate will work within the Achievement Team, alongside House Achievement Leaders, Learning Support staff, the Safeguarding and Intervention Manager and Senior Behaviour Lead to support student mental health and wellbeing, develop resilience and enable students to engage in school life and progress successfully.

Reporting to the Safeguarding and Intervention Manager

**Duties and Responsibilities**

• Provide personal counselling and support to assist students with the management of emotional difficulties affecting their learning.

• Provide a welcome first point of contact for counselling clients, clarify the role of counselling in the School context, assess the student’s requirements and agree the counselling service to be provided or refer where appropriate to external agencies in line with school policies and procedures.

* Offer access to the school counselling service as part of the reintegration support plan for students returning to school from an external exclusion.

• To liaise with the Achievement Team.

• To plan interventions to be implemented and prepare reports for internal use and inform decisions involving external agencies.

• To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.

• To keep suitable case records on the counselling in a secure place.

• Work in consultation with the school child protection policies and designated staff.

• To provide updated information on the counselling service, the role of the counsellor and the boundaries of confidentiality to students, staff and parents.

• To report back on a regular basis on numbers using the service and give a general overview of types of problems students are presenting with statistics as appropriate to the staff, SLT and Governing Body.

To devise and, where appropriate, deliver a programme of training to support and develop the counselling service across the school.

• To perform duties within the codes of practice and ethics recommended by the BACP , UKCP or equivalent organisation.

• To review and evaluate the service.

• To attend training, school INSET and meetings as directed or appropriate. Expectations of the Post Holder:

• Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

• Be committed to professional development, internally and externally specifically related to the the post.

• Undertake responsibilities for safeguarding and protecting the welfare of students and staff. Undertake any other duties as are commensurate with the grade of the post, as may be reasonably required by your line manager or the Headteacher subject to any reasonable adjustments under the Equality Act.

To comply with and promote all various codes of practice within which the school operates and upon which its ethos and core values are based.

The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.

A high priority is to be given to the standard of presentation of all written communications, booklets and information sheets. Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

Postholders must comply with the policies and procedures of Parklands High School.

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## **I have read, discussed and understood the content of this document;**

Signed…………………….. Name…………………………….. Date………………

## Job Description prepared by GA 160622