



<b>Job Title</b>	<b>School Counsellor (Part Time)</b>
<b>Grade/Salary</b>	Local Government Pay Scale 8, Points 25 to 28. Actual salary £3,185pa to £3,429pa
<b>Hours</b>	4 hours per week (days and time can be negotiated) Term Time Only (38 Weeks)
<b>Date Required</b>	As soon as reasonably possible
<b>Interview Date</b>	As soon as suitable applications are received
<b>Reporting To</b>	Designated Safeguarding Lead

## Details

We seek a committed and experienced School Counsellor who will be responsible for providing a confidential counselling service to students in Years 7 to 13 through individual sessions. The ideal candidate will respond to students personal, social, emotional or educational concerns; and contribute to the whole school's SEND provision as required.

## Responsibilities

### 1. Students

- To offer a confidential counselling service for students who are referred via Head of Year, responding appropriately to their issues
- To promote a caring and supportive environment where concerns can be explored.
- To develop and use a range of solution focused interventions to support the students.
- To work closely with the Pastoral Teams to ensure the wellbeing of students, sharing information as appropriate as well as guidance and support where necessary.
- To ensure good communication with the DSL and DDSL in relation to students at risk

### 2. Administration

- To keep clear and concise records of all sessions, which will remain confidential unless there is a safeguarding concern.
- To manage initial assessment and consent paperwork.
- To provide a termly evaluation report for Governors via DH Pastoral around the work being done with students and the impact

### 3. General

- To work within the codes of practice and ethics recommended by the BACP, UKCP or equivalent professional organisation.
- To be aware of, and comply with, policies and procedures relating to safeguarding and child protection, health and safety, confidentiality and data protection reporting all concerns to the appropriate person
- To attend and participate in relevant meetings as required
- To participate in training and performance development as required
- To provide information on the counselling service and the role of the counsellor to parents and carers

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher, Site Manager or Trust Estates Manager to carry out appropriate duties within the context of the job, skills and grade.*

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: [info@theappletonschool.org](mailto:info@theappletonschool.org) Website: [www.theappletonschool.org](http://www.theappletonschool.org)



THE APPLETON SCHOOL





## Person Specification

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>A well completed application form</li> <li>Minimum 2 supportive references</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A member of a professional organisation i.e., BACP, UKCP registration or BPC</li> <li>Further therapeutic training or qualification in working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate Diploma or Masters level in Counselling or Psychotherapy</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience in a similar role</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Willingness to undergo additional training as required</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to keep appropriate records</li> <li>Ability to communicate effectively, both orally and in writing, in a variety of situations</li> <li>Ability to work independently on own initiative to plan and evaluate, managing a varied caseload and an ability to work under pressure.</li> <li>Good organisation/ability to prioritise</li> <li>Motivate inspire and have high expectations of pupils</li> </ul>	<ul style="list-style-type: none"> <li>Basic Knowledge of first aid</li> <li>Knowledge of relevant codes of practice and school policies</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Basic knowledge of Word, Outlook etc.</li> <li>Understanding of child protection policies and procedures</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>Caring attitude towards students and parents</li> <li>An understanding of the developmental, emotional, social and educational issues of young people.</li> <li>An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.</li> <li>Knowledge of local mental health and CAMHS Service.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of being able to build and sustain effective working relationships with staff and students</li> </ul>