**Orleton C. E. Primary School**

School Counsellor

Job Description

**Contract:** Annual Review

**Location/Base:** Orleton Primary School with Travel to named schools

**Accountable to**: Head Teacher as Dir. of Service

**Professionally responsible to:** Lead Counsellor

# Responsible for:

Delivering the highest level of therapeutic support to children and young people (CYP) negotiating their way through the education system.

Representing the school when leading in external meetings.

Developing the role of School Counsellor in line with the service ethos.

Providing accurate and appropriate feedback to the Director of Service as requested.

# Key Working Relationships:

Internal: Head Teacher, members of Senior Leadership Teams (SLT) within your named schools, CYP and their families, School Governors

External: Allied Professionals who work with your schools ie CAHMS, CLD, other Advocacy Services

# Risk Assessment:

The post involves working with CYP on a one-to-one basis, the use of VDUs, meeting families in the home and travel between sites.

# Job Purpose:

To work as part of the whole school team whilst managing a caseload of 8– 10 CYP per day per school.

To deliver an appropriate model of therapeutic counselling, allowing CYP to negotiate their way through the educational system.

Work with the Head Teacher of your named school in setting up the service working practices and to become an effective member of that school team.

To respond timely to the welfare/safeguarding needs of CYP.

To assist SLT in identifying areas of concern relating to behavioural, attendance, emotional and educational needs.

Empowering your CYP to make positive contributions in all aspects of life.

To effectively champion change for CYP, leading to positive outcomes supporting mental health and wellbeing for all.

Using effective communication, you will liaise with school staff to ensure your CYP are able to develop strategies to be successful and reach their full academic potential.

**Key Duties:** To always act as a role model, in a way that positively enhances the school’s personality.

To ensure a personal responsibility for maintaining confidentiality whilst working within the ethical framework.

Safeguarding will form an intrinsic part of your working day: you will be required to support senior leaders and other school staff in ensuring the best outcomes for the whole school community. Full training will be given in accordance with school policies as will in- house supervision.

Working closely with Head Teachers, you will agree a caseload and establish a working diary that allows CYP to be seen in an appropriate manner. Prioritising of CYP each week will remain at the discretion of yourself and the Head Teacher.

CYP will generally be seen weekly, but should a situation arise where a person needs quicker access to your time, then this will need to be prioritised.

Assessing, developing, implementation and evaluation of client progress, and at times, communicating in highly emotive atmospheres as well as contributing to multi-agency meetings will be required,

You will be responsible for ensuring a safe working environment in which to see your CYP, and for ensuring all session notes/documentation is completed in a timely fashion. Time is provided to allow for this in each session.

Undertaking assessments or planned support in the home may be appropriate at times. This is always supported by a member of the school SLT or by the lead counsellor being present unless this would not be appropriate.

To attend for in-house supervision with the lead counsellor allowing you to sustain best practice, whilst reflecting on developments which affect outcomes or impact your own well-being.

Take appropriate action if the needs of a CYP are escalating, or if you are aware of reasons which may make your working relationship less than therapeutic.

Assist members of school staff in the development of their own well-being needs as well as those of the cyp they work with.

To actively support the Head Teacher in delivering key messages to staff in order to affect positive change.

# Staff Development:

To be aware at all times of the need to support your own well-being and to seek support from the lead counsellor or other appropriate lead if needed.

To act as a mentor for school staff in matters relating to good mental health and well-being.

Maintain a knowledge base of current best practice and issues relevant to the sphere of work.

 To attend all mandatory training days.

# Caseload management:

To self-manage your own diary / caseload and to seek support from the Service Director or lead counsellor if this presents concerns.

To allocate or re-allocate time to see your CYP to provide effective and well-balanced support to meet the sometimes fluctuating and unpredictable needs of the school or an individual.

Contribute to the development of the School Counsellor Service. Provide regular feedback to the counselling team as required.

Maintain and support the efficient use of physical, digital or financial resources.

# Professional:

To maintain a professional attitude and presence at all times.

To remain aware of relevant school policies, and act with integrity at all times.

To assist the Service Director and lead counsellor in delivering the highest level of care to your schools.

Work within the ethical framework at all times and to question where this is challenged.

To attend for regular external clinical supervision as per BACP/other guidelines.

To liaise with the lead counsellor or Service Director if you are unable to comply with any of the above.

To ensure annual update of Enhanced Disclosure and Barring Service (DBS)