

JOB DESCRIPTION

Job Details

Post Title	School Counsellor
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Responsible To	Assistant Principal
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Purpose of the Job:

- The role is primarily to provide one to one counselling to pupils, to maintain appropriate records and liaise regularly with the senior leaders and with other professionals as necessary.

Responsibilities:

- To provide an independent and confidential counselling service to pupils with the Academy through individual sessions, responding to their personal, social, emotional or educational concerns.
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at the Academy.
- To play an active role in safeguarding children and adhere to the Academy's policies.
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling. To uphold good practice as described by the BACP ethical guidelines.
- To make referrals, where appropriate and the pupil's consent, to other agencies.
- To maintain appropriate records and to keep these secure,
- To liaise with school staff, including the Designated Senior Lead/s, and other professionals as appropriate to ensure the effective operation of the service.
- To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting:

- Standard of work will be assessed by the Line Manager and as such the School Counsellor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role:

- The School Counsellor will follow the Trust's procedures for student contact and welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development:

- Training and development will be given to ensure that the School Counsellor is able to carry out their job and will play a full and active part in the performance of Brooke Weston Trust

Communication:

The School Counsellor will:

- Seek to respond to work-related matters within the same working day wherever possible.
- Represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment.

Discipline, Health & Safety:

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of Work:

- The post is 37 hours per week, 39 weeks per year.

Pay Details:

- Grade 7, Point 19

Collegiate Responsibility:

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ Providing a courteous and efficient service to students and staff at all times.
- ✓ Using their influence with other staff and students to promote high standards of behaviour and order with the Academy.
- ✓ Maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management:

The School Counsellor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal:

The School Counsellor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review:

The job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.