



Commitment to others, Commitment to learning.

Chronicles 28:20 Be strong and courageous, and do the work.

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title	School Counsellor
Grade & Salary Range	Grade 10 Point 27 to 30 £35,745 - 38,223 FTE £31,379 – £33,555 pa pro-rata
Location	The Oxford Academy, Littlemore
Hours	37 hours per week, term time plus 5 days – working weeks 39, paid 45.65
Contract Type	Permanent
Reporting To	Deputy Head for Inclusion
Additional Information	We are open to a discussion regarding part time working/ job share for this post. The successful candidate will be engaging in regulated activity, working on a regular basis in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Purpose	<ul style="list-style-type: none"> ● Provide a professional and confidential counselling/therapy service for young people within the Academy; ● Develop therapeutic relationships to promote and maintain the emotional health and wellbeing of all those who use the service; ● Be mindful of the boundaries between confidentiality and sharing information in order to protect the safety of the young person and to serve their best interests; ● Employ and develop a range of therapeutic interventions to encourage confidence, independence, reflection and resilience in young people,
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	<p>whilst supporting them with their concerns, i.e. academic, social, emotional difficulties;</p> <ul style="list-style-type: none"> ● Work with the academic and support staff to encourage and promote positive behaviours in the short and long term whilst at the Academy and for their future benefit; ● Provide support and supervision for members of the teaching staff and other relevant staff members such as the Child Protection Officer and other relevant members of staff; ● Provide training, discussion and consultancy to the wider School community, if considered appropriate.
<p>Specific areas of responsibility</p>	<ul style="list-style-type: none"> ● Provide a confidential counselling/therapy service for young people using a range of therapeutic interventions; ● Assess and process new referrals with designated members of staff as efficiently as is possible; ● Manage a caseload of young people working with an approved Code of Ethics eg BACP, NCS & UKCP; ● Promote positively the role of counselling in achieving positive outcomes for all persons referred to the service; ● Work with relevant senior staff members to link with the wider professional network to act in the best interests of the young person, e.g. Child Protection Officer, General Practitioner, Social Services, CAMHS and carers; ● Write case records on each counselling session, and store them securely in a locked provision; ● Attend regular line management team meetings and training as required; ● Attend regular line management and professional supervision by appropriately qualified personnel; ● Maintain ongoing professional development; ● Demonstrate a commitment to improving and developing the organisation's processes and facilities; ● Carry out duties that may be reasonably required by your line manager.
<p>Additional Duties</p>	<ul style="list-style-type: none"> ● To be familiar with and adhere to all Trust and School Policies;

	<ul style="list-style-type: none"> ● To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace; ● To support the aims and ethos of the school and promote good relationships with students, colleagues and parents; ● To set a good example in terms of dress, punctuality and attendance; ● To participate in the School's arrangements for appraisal, professional development and other mandatory training; ● To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.
Support	<p>The postholder is expected to continue in his/her own professional development.</p> <p>Support in this role will be available through the Deputy Headteacher, Inclusion as well as the school's CPLD programme.</p>
Safeguarding	<p>The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.</p> <p>The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.</p> <p>Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p> <p>A 'prohibition from teaching' check will be completed for all applicants.</p>

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.

Person specification

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications/ Training/ Knowledge:</p>	<p>Recognised counselling qualification to at least Diploma level (a minimum of two years' duration).</p> <p>Member of BACP (British Association of Counselling and Psychotherapy) or NCS (The National Counselling Society)</p> <p>Experience/further qualification working with children, young people and families</p> <p>A valid driving licence</p>	<p>Post-graduate certificate or diploma in working with families, children and young people.</p> <p>CPD in working with trauma</p> <p>Further training in safeguarding, preferably to level 4 (DSL). Can be provided by school if not.</p>
<p>Experience:</p>	<p>Proficient IT skills to maintain records Good communication skills</p> <p>Knowledge of current Child Protection practice.</p> <p>Experience of working in a school and/or other educational settings.</p> <p>Experience of working with personal initiative and autonomy as well as the experience of working as part of a team.</p>	<p>Knowledge of secondary education system. Experience of working with difference and diversity Knowledge of how to safety plan with clients and their families to manage risk (from self-harm, suicidal ideation etc.).</p> <p>Experience of supervising and managing training counsellors/therapists on placement.</p> <p>Experience delivering training to non-therapeutic staff on a range of topics related to mental health.</p>
<p>Skills and Aptitudes:</p>	<p>Ability to liaise/consult, as appropriate, with a range of professionals and agencies as well as students and parents.</p> <p>Ability to present material on counselling work, to groups of staff.</p> <p>Ability to maintain clear, up-to-date case notes, to write well-presented reports and complete accurate admin. records within time limits.</p> <p>An ability to work confidently under pressure.</p>	<p>Flexible, able to adapt to change.</p> <p>Understanding of effective interventions to accelerate progress.</p> <p>Commitment to the development of others.</p>

	<p>An ability to establish and maintain helping relationships with students.</p> <p>Commitment to work co-operatively with school and team colleagues, and other professionals.</p> <p>Evidence of a constructive approach to problem solving.</p> <p>Adherence to ethical guidance of relevant professional organisation.</p> <p>Commitment to the importance of confidentiality.</p> <p>Commitment to attending appropriate amounts of clinical supervision.</p>	
Other:	<p>Committed to your own professional learning.</p> <p>Understands safeguarding issues and professional responsibilities.</p>	