



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p>	<p>School Counsellor</p>
<p>Summary of the role:</p>	<p>The post holder provides a high-quality counselling service to students experiencing a wide range of emotional problems, as well as providing support, guidance and advice to parents, carers and staff at the school. The School Counsellor will be part of a multidisciplinary team that supports the physical, mental health and emotional wellbeing of students.</p>
<p>Line management responsibility for:</p>	<p>N/A</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Work alongside and under the direction of the Assistant Head (Pastoral). • To provide a confidential counselling service to students at Sidcot School through individual sessions, responding to their personal, social, emotional or educational concerns. <ul style="list-style-type: none"> - To liaise regularly with the Pastoral Care Team, including Tutors, Heads of Years, the Health Nurses and Housemasters/mistresses and promptly share mental health concerns and trends. - To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective and proactive action and communicate these to the Assistant Head (Pastoral). - To have a thorough knowledge of Mental Health provision locally and nationally and to work with a diverse range of issues including transition, sexuality, eating disorders and self-harm, depression, anger management, anxiety, fears and substance misuse. - To ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education (2016) and to communicate safeguarding issues to either the Designated Safeguarding Lead or one of their Deputies.



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	<ul style="list-style-type: none"> - To work within the professional boundaries and ethics as outlined by the BACP. - To liaise and meet with parents as appropriate with regard to a child’s mental health and wellbeing. - To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP, the name and address of the supervisor to be supplied on request to their Line Manager. • Helping to establish a school culture in which positive mental health and resilience is promoted and mental health issues are understood, non- stigmatised and addressed appropriately by all: <ul style="list-style-type: none"> - Providing support and advice as necessary to staff in the support of pupils in distress - Advising on strategies to support the mental health and wellness of staff • Working closely with the Assistant Head (Pastoral) on the management of individual casework by: <ul style="list-style-type: none"> - Maintaining up to date case notes, which are kept securely. - Identifying pupils at risk and contributing to the development of a pastoral plan to support them. - Recommending a therapeutic approach relevant to the needs of individual pupils including referrals to specialist services, such as Child and Adolescent Mental Health services (CAMHs) or other private services. - Maintaining an oversight and tracking the progress of cases on an ongoing basis, monitoring levels of risk and advising as necessary.
<p>Line management duties and responsibilities</p>	<p>N/A</p>

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Evidence of a professional qualification accredited by the British Association of Counselling and Psychotherapy (BACP) BACP accreditation 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> A relevant degree or further qualification 	<ul style="list-style-type: none"> Production of the Applicant's certificates
Experience/ Knowledge	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Demonstrable knowledge and experience of providing high quality counselling and guidance 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Counselling in a school setting An awareness of range of needs of people 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references



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	<ul style="list-style-type: none"> • Experience of working with and supporting young people and families • Experience of working within the 3-18 age range • In depth knowledge and understanding of the latest national and local mental health provision and framework • In depth knowledge of current developments in practise • Knowledge of all relevant statutory regulations in particular <i>Keeping Children Safe in Education</i> (2016) 	<p>from diverse ethnic, cultural and social backgrounds.</p>	
<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to liaise and consult as appropriate with a range of professionals and agencies, students and parents • Ability to support all students with their emotional, social and developmental needs working within professional and regulatory boundaries • Ability to present material to groups 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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	<p>of staff</p> <ul style="list-style-type: none"> • Ability to maintain clear, accurate and up to date case notes • Ability to write well-presented reports 		
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Ability to relate well to young people and enjoy their company • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A strong commitment to the School's Quaker ethos and principles • A commitment to driving improvement • Reflective practitioner who consistently seeks to improve their practice and proactively and reactively support young people 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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	<ul style="list-style-type: none">• Good written and verbal communication skills• Ability to work independently• Positive communication and listening skills• Patience, tolerance and sensitivity• A mature and non-judgmental outlook• Enthusiasm		
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