



Job Description

Job Title:		School Counsellor			
School:		Benfield			
JE Code:	A4717	Evaluation:	512 points	Grade:	N7
Date:	September 2020		Status:	FINAL	
Responsible to:		Senior Leadership Team or Vulnerable Learner Lead			
Job purpose:		To support the mental health and wellbeing of students through counselling. To contribute to welfare and the development of pastoral care across trust schools			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide and manage a counselling service to the students of the trust schools.
2. To work directly with students identified as having highest need using a range of therapeutic skills.
3. To advise and support members of the welfare and pastoral teams.
4. To contribute to the process of assessment and triaging of students by providing relevant information to welfare and pastoral team colleagues, and other agencies where appropriate.
5. To prepare and provide reports, service outcomes and handle data confidentially.
6. To contribute to appropriate staff development and training courses.
7. To work in partnership with the Local Authority and other statutory and voluntary agencies as required.
8. To work within the BACP ethical framework and maintain and enhance continuing professional development in accordance with professional body recommendations.
9. To keep up to date on developments within counselling and therapeutic interventions, especially related to issues affecting young people.
10. To work within a CYP Counselling competence framework linked to professional standards.

11. 11. Contribute to trust policy development and the development of operational procedures and practices for the service.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.