

**Post:** School Counsellor

**Salary grade: Grade** F £25,152 - £28,167 Term time only (Actual Salary)

**Responsible to:**  Deputy Headteacher – Pastoral

**Hours of Work**: 37 hours per week , 8.30am - 4.30pm , Monday to Thursday and 8.30am - 4pm on Friday

**Contract:** Fixed term, term time 190 days plus 5 training days, plus 5 days administration to be worked during school closure periods.

**Core Purpose:** Whickham School Counsellor will be part of a multidisciplinary team that supports the physical, mental health and emotional wellbeing of pupils at Whickham School

**Summary of the Role and Personal Specification**

The post holder will report to the Deputy Headteacher (Safeguarding Lead). The post-holder will provide one to one counselling sessions and workshops with pupils. The post holder will support a team of trainees on placement from external agencies. The post holder will also be able to provide supervision for pastoral staff and support for staff should they need it.

1. **Main Duties**

**1.1 To support pupils at Whickham School with their emotional wellbeing through** providing a confidential counselling service to the pupils of Whickham School by delivering individual sessions that respond to their personal, social, emotional or educational concerns; planning, running and facilitating workshops and targeted programmes to small groups of pupils on issues including transition, sexuality, eating disorders and self-harm, depression, anger management, anxiety and fears; liaising with the deputy and assistant headteachers (pastoral), school staff and other professionals to ensure the effective operation of the service.

**1.2** **To ensure pupils at Whickham School receive the social emotional and mental health support they need from outside agencies** **through** making referrals, with students consent where appropriate; liaising with school staff and other professionals; collaboration with charities and agencies to provide workshops and assemblies for the pupils of Whickham School.

**1.3 To promote a caring and supportive environment through** being an advocate of mental and emotional health for the pupils, staff and parents of the Whickham School community; seek out opportunities for outside agencies to work with the pupils and staff of Whickham School

**1.4 To maintain confidentialit**y except in those circumstances outlined in BACP, in line with Whickham School Safeguarding Practice, where this should be breached

**1.8 To play an active role in Safeguarding children** Through adhering to the school’s safeguarding guidance and meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

**1.9 Supervision**. To ensure that as a Counsellor you are properly and regularly supervised; to provide support and supervision to colleagues at Whickham School should they need it.

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………