

THE ROYAL GRAMMAR SCHOOL, GUILDFORD
(Incorporating LANESBOROUGH)

JOB DESCRIPTION

School Counsellor

Reports to:

The post holder will report to the Deputy Head (Pupils).

1. Job Purpose

To provide a high quality counselling service to pupils experiencing a wide variety of emotional problems. To provide expert input to Personal, Social, Health, Moral, Education (PHSME) lessons.

2. The Role

- 2.1 To be responsible for developing and maintaining a high-quality counselling service for the whole school that supports the mental health and wellbeing of all pupils.
- 2.2 To offer pupils independent and confidential counselling and support using a range of therapeutic interventions.
- 2.3 To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
- 2.4 To provide and promote information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents in line with BACP practice.
- 2.5 To take the lead in professional consultations with staff, parent/carers, general practitioners, psychiatrists, mental health workers, social workers, school nurses, home school link workers and educational psychologists.
- 2.6 To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
- 2.7 To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health.
- 2.8 To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
- 2:9 To attend meetings or discussion sessions with parents if asked and as appropriate within agreed confidentiality guidelines.

- 2.10 To contribute to social education and the development of emotional wellbeing within the school through assemblies, PHSME and staff inset days.
- 2.11 To oversee trainee counsellors who are in gaining experience through the school as and when required.
- 2.12 To play an active role in Safeguarding children adhering to school policies and statutory regulations (Keeping children safe in education) and to promote the safety and wellbeing of pupils through working with the Designated Safeguarding Lead (DSL) and liaising with external agencies and parents to support pupils.
- 2.13 To liaise with the Heads of Year and Head of Learning Support in respect of mental health and counselling issues and to support school staff in their pastoral roles.
- 2.14 To refer appropriate cases and issues that require the involvement of a specialist other than management support or to directly provide this specialist support. To regularly network and build excellent working relationships with other agencies in order to ease the referral process.
- 2.15 To maintain suitable case records in a secure place ensuring GDPR compliance. To report on a regular basis with regards to the use of the service, current trends and solutions.
- 2.16 To maintain BACP registration and to keep up to date with relevant legislation for both counselling and education. In addition to attend inset days.
- 2.17 To attend regular sessions with a suitably qualified supervisor.

3. Knowledge Skills and experience

- 3.1 To have a UK recognised counselling, psychiatry or psychotherapy qualification at postgraduate diploma or masters level.
- 3.2 To have postgraduate training or qualification in working with adolescents in a therapeutic caring environment.
- 3.3 To have at least 2 years post qualification counselling experience as a practising therapist or counsellor with adolescents in an educational setting.
- 3.4 To have a thorough understanding Keeping children safe in education (sept 2018) and understand the implications for their role.
- 3.5 To have a thorough knowledge of all issues linked to confidentiality and ethics. To have a thorough knowledge of child development, mental health issues and general issues that are faced by young people in today's society and how these can impact on academic progress.
- 3.6 To have the ability to build effective relationships with pupils, parents and staff and to have the ability to communicate effectively with young people.
- 3.7 To have a high level of initiative and the ability to use professional judgement.

- 3.8 To have knowledge and experience or children's services and referring to multi agency services.
- 3.9 To have the highest level of communication skills both oral and written and to be able to communicate with a wide range of people on different levels. To have the ability to analyse data and provide reports.
- 3.10 To have the willingness and ability to work with volunteers and unpaid individuals as necessary.
- 3.11 To be a highly enthusiastic positive individual who is able to stay calm in a busy environment.
- 3.12 To have a successful approach to collaborative working with other professionals.
- 3.13 To be proficient in the use of Microsoft packages including word, excel and outlook.
- 3.14 To have a flexible approach to the tasks within their role.

4. Job requirement

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

- 4.1 The post holder will need to be a member of the BAPC and the UKCP.