**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust based at Marshland High School** |
| **Job Title:** | **School Counsellor** |
| **Grade:** | **Scale H - £23,350 - £ 24,895 Approx.**  **£27,741 to £29,577 (FTE)** |
| **Hours/weeks:** | **37 hours per week (38 weeks Term Time Only)** |
| **Responsible to:** | **Deputy Headteacher - Pastoral (Designated Safeguarding Lead)** |
| **Working With:** | **Headteacher**  **Senior Leadership Team**  **Pastoral Managers**  **Senior Assistant Trust SENCo**  **External Partners / Agencies** |

**Purpose of the Job**

Drawing on a range of professional and clinical skills, techniques, therapies and experience you will provide a high-quality, evidence-informed counselling and psychotherapeutic service to students, aged between 11 to 16, experiencing a wide range of emotional and mental health difficulties.

The service you provide will aim to secure and promote the welfare, development and achievement of every student as well as the education and understanding from the wider school community towards adolescent mental health and wellbeing.

You will ensure that safeguarding, welfare and care of all children and young people is promoted.

**Key Responsibility Areas**

* To provide a confidential counselling/therapy service for individuals or groups of students and adolescents who have been referred
* To promote a caring and supportive environment where concerns may be explored, thereby promoting mental and emotional health and wellbeing, including:
  + Establishing a relationship of trust and respect with students
  + Encourage students to talk about issues they feel they cannot normally share with others
  + Actively listen to students concerns and empathise with their position
  + Accept without judgement issues raised by the students
  + Help students towards a deeper understanding of themselves and their concerns
  + Professionally challenge any inconsistencies in what students say or do
  + Help students to make decisions and choices regarding their wellbeing
* Agreeing a counselling contract to determine what will be covered in sessions (including confidentiality issues)
* To maintain a caseload, keep accurate counselling session records in a secure location and write reports, as and when required
* Refer students to other sources of help, as appropriate
* To offer advice and support to parents, families and where appropriate offer a mediation service
* Establish and manage healthy relationships with parents
* To act as a resource to the school by offering an insight into counselling and promoting the service where possible with stakeholders
* Promoting and developing a healthy attitude throughout the school community to support mental health awareness, emotional well-being and self-care through, but not limited to, the development of resources (such as information packs and posters on well-being and mental health) through assemblies, workshops, the school curriculum and parent evenings
* To be alert to trend and patterns of problems and to be willing to identify causes and recommend corrective action and to update key staff and contribute to the school’s in-house training, in response.
* To provide regular audit information such as pupil characteristics and needs in order to inform future training needs and professional development.
* Working alongside other relevant school staff develop and deliver staff training to deepen their understanding of emotional and mental health amongst students
* Maintain and develop relationships with relevant staff at the school, including senior leaders, pastoral managers, teachers, and SEN support, offering advice and consultation for the purpose of supporting students
* To meet on a regular basis with your line manager to discuss current caseload and gain advice and guidance, providing a weekly summary of issues in line with confidentiality guidance and KCSIE
* To share all child protection concerns with the Designated Safeguarding Lead
* To maintain and develop professional practice through regular and ongoing management and clinical supervision and training, and through involvement in service evaluation and auditing
* To practise counselling in accordance with ethical principles, as a member of recognised counselling/psychotherapy professional bodies e.g BACP
* To liaise / make referrals as needed with external agencies, including GP’s and CAMHS services, working collaboratively with other agencies and healthcare professional to gain appropriate professional support.
* To attend multi-agency meetings, where appropriate
* Support the vision, ethos and values of the school
* Attend team and staff meetings
* Work flexibly with your hours of employment to support school events outside of normal school hours

**Promotion of Trust Values**

There is a requirement for this post holder to:

* Positively support the work of West Norfolk Academies Trust and our individual Academies, developing strong working relationships with all Trust and Academy based staff.
* Support and contribute to the Trust’s commitment to safeguarding all students.
* Maintain awareness of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* Comply with the codes of conduct, regulations and policies of the School and Trust and its commitment to equal opportunities.

**Job context and flexibility**

* The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.
* This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.
* Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.
* Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.
* The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.
* The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Degree or Post-graduate Diploma or Masters level in Counselling or Psychotherapy (include 100 hours integrated counselling practice) | **✓** |  | Appl |
| Minimum Level 4 Diploma | **✓** |  |
| Must hold a recognised membership of a relevant professional body BACP, BCP, NCS or equivalent | **✓** |  |
| Qualification in CBT |  | **✓** |
| Further therapeutic training or qualification in working with children and young people |  | **✓** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| At least 3 years previous experience of working as a counsellor for children and young people | **✓** |  | Appl/Int/Ref |
| Demonstrable understanding of the developmental, emotional, social and educational issues of children and young people | **✓** |  |
| Knowledge of local mental health and CAMHS service | **✓** |  |
| Experience of working within the CBT framework |  | **✓** |
| Knowledge of the Children’s Act and legislation pertaining to children |  | **✓** |
| Awareness of range of needs of people from diverse ethnic, cultural and social backgrounds |  | **✓** |
| Experience of working with young people | **✓** |  |
| Experience of working within an education setting |  | **✓** |
| Experience of working across agencies |  | **✓** |
| Experience of using a School Management Information system |  | **✓** |
| Experience of dealing with safeguarding issues |  | **✓** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Excellent verbal and written communication skills | **✓** |  | Appl/Int/Ref |
| Ability to work with patience, tolerance and sensitivity | **✓** |  |
| An ability to prepare and write factual reports and produce factual and statistical information as required |  | **✓** |
| The ability to work with tact and diplomacy | **✓** |  |
| Ability to build and form good relationships with students, parents / carers and colleagues | **✓** |  |
| Display strong partnership skills to exhibit the capability of managing and working with external agencies, including social care and police | **✓** |  |
| An open-minded and sensitive approach when dealing with children and young people | **✓** |  |
| The ability to explore emotional issues with children and young people | **✓** |  |
| Knowledge of working in CBT framework |  | **✓** |
| Knowledge of child cantered practice | **✓** |  |
| Demonstrates an understanding of anxiety and depression and how they may present in young people | **✓** |  |
| Demonstrates an understanding for the need to use the evidence based psychological therapies and how this  relates to the post | **✓** |  |
| Able to develop good therapeutic relationships with students and families | **✓** |  |
| Excellent organisational skills with the ability to prioritise and manage workload and caseload and work to tight deadlines | **✓** |  |
| A clear understanding of handling sensitive data and the implications of data protection | **✓** |  |
| Demonstrate a commitment to own professional development | **✓** |  |
| Demonstrate personal and professional integrity | **✓** |  |
| Ability to work without close supervision | **✓** |  |
| Solution focused and the aptitude to displaying willingness | **✓** |  |
| A solid knowledge of matters relating to KCSIE and safeguarding in education |  | **✓** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Self-motivated and ability to use own initiative | **✓** |  | Int/Ref |
| High expectations of self and others | **✓** |  |
| Face all challenges with a positive attitude to achieve the desired outcome. | **✓** |  |
| Positive Attitude to Work | **✓** |  |
| Supporting positive mental health within the school | **✓** |  |
| Flexible and adaptable to meet changing deadlines and peaks and troughs in workload | **✓** |  |
| Integrity, trustworthy, honest and open | **✓** |  |
| Able to prioritise and multi-task effectively | **✓** |  |
| Ability to be flexible | **✓** |  |

Appl = Application form Int = Interview Ref = Reference