

## JOB DESCRIPTION

<b>Post Title:</b> Counsellor	<b>Department:</b> Pastoral	<b>Workplace:</b> NELT Northumberland Schools <b>(Bedlington Academy and Ashington Academy)</b>
<b>Responsible to:</b> Assistant Headteacher for Pastoral	<b>Responsible for:</b>	<b>Salary Band:</b> SCP 24 – SCP 27 (£22,401 - £24,657)

**JOB PURPOSE:** To provide a high-quality counselling service to young people ensuring equality of access, attend meetings; liaise with staff and external agencies to ensure that the pupils receive the support they need. To ensure that they work to keep and improve the outstanding student support service that is available to students.

### Key Accountabilities

- To provide a counselling service to young people. To support children and young people to develop skills, knowledge and self-confidence to enable them to respond to issues that affect them. This would be by undertaking counselling initial assessments, one to one counselling sessions for young people and where appropriate therapeutic group work.
- To contribute to the administration and data collection of the service, and be involved in report writing.

### Key Skills and experience

- Post qualifying experience.
- Relevant experience in working with children and young people ideally in a counselling role.
- Experience of multi-agency work, and contributing to or running TAF's
- Experience of working with complex cases
- Knowledge and understanding of issues affecting young people
- Knowledge and understanding of child development.
- An understanding of therapeutic interventions and creative ways of working with young people.
- Relevant counselling qualification at Diploma level or above.
- To be at registered with BACP and ideally BACP accredited
- Knowledge of relevant childcare and welfare legislation and of safeguarding issues and procedures.

### Key responsibilities

- To assess formally and informally the needs of a child (including risk), ensure that the appropriate support is in place, and attending meetings/working within a multi-agency approach when necessary.
- Be proactive in reporting safeguarding concerns.
- To be responsible for a case load of children, to whom you will provide high quality counselling, and manage a waiting list.
- To maintain appropriate and adequate records of clinical work and provide statistical returns and monitoring data as required.
- To support staff in their work with pupils through informal help, CPD and occasionally offering short term counselling.
- To work within the BACP ethical framework.



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Competent in the use of PC, particularly the use of Microsoft Word, Excel and Outlook  
To complete any other reasonable duties as directed by the Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to having a satisfactory Enhanced DBS Disclosure.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

**Signed:** \_\_\_\_\_ **(Post holder)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Line Manager)**

**Date:** \_\_\_\_\_