



Post: School Counsellor
Salary grade: Grade G £25,481 - £27,741 pro rata, actual salary £22,254 - £24,228 per annum
Responsible to: Assistant Headteacher – AEN / Mental Health and Citizenship

Hours of Work:

- Full time, 8.30am - 4.30pm (4pm on Fridays) Monday to Friday
- The position will be term time, plus five days administration

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

This role will report to the Assistant Headteacher and will also work closely with the Deputy Safeguarding Lead, Heads of Key Stage and Pastoral Leaders. The post-holder will provide one to one counselling sessions and counselling workshops with pupils. The post holder will also be able to provide supervision for pastoral staff and counselling for staff should they need it.

1. Main Duties

1.1 To provide a confidential counselling service to pupils at Whickham School through individual sessions, responding to their personal, social, emotional or educational concerns.

1.2 To develop workshops and programmes for the school pupils to support their emotional wellbeing. To work with a diverse range of issues including transition, sexuality, eating disorders and self-harm, depression, anger management, anxiety and fears.

1.3 To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at Whickham School.

1.4 To maintain confidentiality (except in those circumstances outlined in BACP, in line with Whickham School Safeguarding Practice, where this should be breached).

1.5 To liaise regularly with school Assistant Headteacher and Deputy Headteacher - Pastoral Care, Heads of Key Stage and Heads of Year and Assistant Headteacher - Sixth form

1.6 To make referrals where appropriate and, with the student's consent, to other agencies

1.7 To liaise with school staff and other professionals as appropriate to ensure the

effective operation of the service.

1.8 To play an active role in Safeguarding children and adhere to the school's safeguarding guidance through 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.

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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)

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