

JOB DESCRIPTION

Post title:	School Counsellor
Academy:	Excelsior Academy
Reporting to:	Vice Principal Behaviour and Welfare
Salary/Pay range:	£25,000 full time equivalent, £13,153.85 actual salary
Hours of work:	22.2 hours per week, term time only

Purpose of Job

To provide a high quality counselling service to students experiencing a wide range of emotional problems. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Main Duties and Responsibilities

- To be responsible for the confidential counselling services to students as needed.
- To be responsible for maintaining appropriate and confidential records.
- To provide regular audit information such as numbers, age range and types of problems to the relevant member of staff.
- To provide a high quality counselling service to students experiencing a wide range of emotional problems.
- Develop, deliver and co-ordinate a comprehensive educational programme focused upon drawing the attention of students, staff and parents to safeguarding issues and risk prevention.
- Develop, deliver and co-ordinate a comprehensive emotional support and well-being programme for students who experience certain difficulties which create barriers to their learning.
- To provide support, guidance and advice to parents, carers and school, on matters relating to emotional health and well-being.
- To have a thorough knowledge of the Mental Health provision locally and nationally
- To continually review and evaluate the service.
- Responsibility for assessments of emotional well-being and joint working with CAMHS, Full Circle, CAMHS Crisis Team and other external agencies.
- Deliver and evaluate mental health workshops for identified students.
- Any other duties as may reasonably be requested. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Pastoral Care

- Deal with and report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils welfare
- Be mindful, at all times, of the Academies Equal Opportunities Policy

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required