



**Smith’s Wood Primary Academy**

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| **Job Description**  Smith’s Wood Primary Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. All appointments require an Enhanced DBS check. | | |
| **Post: School counsellor** | **Salary Scale** | **Band D** |
| **Responsible to: Principal and Deputy principal** | **Salary range** | **Salary: Band D (FTE £20,541 - £29,055) pro rata. Actual salary (£6,062 - £8,575).** |
| **Liaising with staff, students, parents** | **Working time** | **13 hours per week**  **Term time only plus 2 inset days** |

**Job Purpose**

* To provide a professional and confidential counselling service to children, promoting their emotional health and well-being and building their resilience to help them cope with the difficulties they face. To carry out this role you must be fully qualified and registration with BACP is essential.

 Work flexibly and undertake tasks or duties that may not be covered in the job description**.**

 Raise standards of achievement for all our students.

 Support school policies, routines and codes of conduct and to support the ethos of the school.

**Responsibilities**

**Core duties:**

 Create and maintain a positive, orderly, well managed and stimulating environment contributing to the maintenance of high standards of uniform, punctuality and behaviour. Use the schools rewards and sanctions process effectively.

 To play a full part in the life of the school community, to support its distinctive aims and ethos and encourage staff and student to follow this example.

 To develop professional relationships with students and colleagues leading to excellent provision and outcomes for all.

**Our students**

 Be responsible for assisting with and monitoring the welfare, care and safety of students.

 Be responsible for reporting inappropriate student behaviour while on site to relevant staff, dealing with incidents if able, appropriate and necessary

 Enthuse, motivate and encourage all students to develop and achieve.

 To note, share and celebrate student achievement.

 To positively support Child Protection procedures and ensure child protection strategies are used when necessary.

**People**

 To develop and maintain working relationships with other professionals understanding the roles and responsibilities of others within the school.

 To participate in staff briefings, staff meetings and whole school meetings as appropriate

 To participate in whole school training and Staff Education Days (SED).

 To work flexibly to support the school’s needs, this may include the need to work beyond the confines of the normal working day.

 To work outside the immediate role and team as necessary to ensure the smooth running of the school, including exam invigilation

**Policy**

 Adhere to and promote all school policies.

 To participate in the school’s programme for Annual Appraisal

**Managing resources / finance / buildings and equipment**

 To promote the care and maintenance of the school’s resources and premises.

**Duties specific to the post of School Counsellor**

Specific responsibilities

 To provide a confidential counselling/therapy service for individuals or groups of students and adolescents who have been referred including:

 Establishing a relationship of trust and respect with clients

 Agreeing a counselling contract to determine what will be covered in sessions

(including confidentiality issues)

 Encouraging clients to talk about issues they feel they cannot normally share with others

 Actively listening to clients concerns and empathising with their position

 Accepting without judgment the issues raised by clients

 Helping clients towards a deeper understanding of their concerns

 Challenging any inconsistencies in what clients say or do

 Helping clients to make decisions and choices regarding possible ways forward

 Referring clients to other sources of help, as appropriate

 Attending supervision and training courses

 Maintain and develop relationships with relevant staff at the school, including pastoral

staff, class teachers and all staff concerned with the pastoral care and well-being of students, offering advice and consultation.

 Support the aims and ethos of the school.

 Set a good example in terms of dress, punctuality and attendance.

 Attend team and staff meetings.

 Provide information on the counselling in schools service and the role of the counsellor to children and young people, governors, educational professionals and parent/carers

 To keep accurate and up to date records and to contribute to reports and meetings as required by the service

 Refer child protection concerns and to support the senior designated person within the school.

 To liaise as needed with other local agencies, such as GPs, and CAMHS services.

 Attend regular line management and team meetings as required

 Attend regular supervision and training.

 Must be accredited with appropriate body.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school. The job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.