

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	School Counsellor (Senior School)
Reporting to:	Lead School Counsellor and Director of Safeguarding
Line management responsibility for:	n/a
Main purpose of the role	
To develop and deliver a high quality, professional counselling service for pupils across the Trust working mainly within our Senior School although flexibility to work with any aged Pupil is desirable.	

Main duties and responsibilities:

- Counselling Provision:** To deliver a high quality, accessible, professional counselling service for children and young people within the Prep School including 1:1 counselling sessions and group work using creative and traditional talking therapeutic methods. To be able to work flexibly if need for cover at the Prep school
- Confidentiality:** To maintain the highest standard of confidentiality at all times. Ensuring that all clients, staff, parents and governors are aware of the counselling policy.
- Clinical Assessment:** To carry out clinical assessments, establish appropriate referral pathways within the Trust and facilitate external referrals as necessary.
- Welfare:** To liaise closely with the Trust's Welfare/Pastoral teams and Health and Wellbeing staff and attend weekly welfare meetings as well as any other welfare meetings that occur with school staff, parents or external agencies where appropriate.
- Case Management:** To attend meetings with the Lead School Counsellor to discuss case load and new referrals. To review and discuss trends and provision of service.
- Advise** Tutors and Head's of Year and Pastoral teams of issues affecting pupils in their care, with the consent of Pupil's and ensuring that this advice and information does not compromise the policies relating to Confidentiality and Safeguarding and Protecting Children..
- Liaise** with parents regarding their child/children where necessary and with client consent.
- Accessibility:** To represent the service within the Prep School.
- Communication and Record Keeping:** To ensure that appropriate, accurate and up-to date records are kept and secured in accordance with legal and other requirements. This is to include the use of Management Information Systems (iSAMs) and communications with staff, parents and other relevant parties.
- Strategic Development:** To monitor the provision of counselling within the Senior School, ensuring that the best quality provision is provided. To be involved in appropriate staff development and training as required.
- Clinical Supervision:** The Counsellor will take responsibility for their own supervision, attending regular clinical supervision with a suitably qualified supervisor, working at all times within the British Association of Counselling and Psychotherapy's Ethical Framework for the Counselling Professions.

12. **Policies and Procedures:** To be familiar with and adhere to the school policies and to be aware of the appropriate response needed in these areas. To fulfill the requirements of the National Minimum Standards for Boarding Schools and ISI and to follow the practices outlined therein.
13. **Professional development:** To maintain a professional portfolio which records all additional training. To maintain own professional qualification in line with the BACP or UKCP.
14. **Administration:** To carry out administrative tasks associated with the counselling service.
15. **Additional Duties:** The post holder may also be required to undertake any other reasonable duties within the role as requested by the Lead School Counsellor or Director of Safeguarding.

Measures

1. **Safeguarding:** Child protection concerns are documented as per the Child Protection Policy and escalated in line with procedures.
2. **Counselling Provision:** Provision of a high quality school-based counselling service
3. **Confidentiality:** Adhering to the School-Based Counselling Policy and BACP guidelines and frameworks.
4. **Clinical assessment:** Maintaining high standards of clinical assessment as required within the role.
5. **Welfare Management:** Evidence of regular meetings with the Welfare Team and Lead School Counsellor.
6. **Accessibility:** to be readily available to pupils and staff.
7. **Communication and Record Keeping:** Contemporaneous records completed and stored in line with legal requirements.
8. **Statistical review:** Termly statistics to be completed as well as other feedback reviews
9. **Strategic development:** To play their part in ensuring that Appraisal targets are met which will be in line with the whole school focus.
10. **Clinical Supervision:** One hour per week during term time only. Clinical supervision to be taken as one working hour with a supervisor holding the qualifications that support their role as well as experience in working with children and young people.
11. **Policies and Procedures:** Engage in the review of policies and procedures of those in relation to a pupils` emotional wellbeing, ensuring practice is in line with policy.
12. **Professional development:** Continued professional development and evidence of updated professional portfolio.
13. **Administration:** Administrative tasks undertaken.
14. **Additional Duties:** Additional duties undertaken as required.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Graduate or postgraduate Counselling diploma level or equivalent (of two years minimum duration including personal counselling or psychotherapy)	Essential	A
Further training/ qualification in working therapeutically with children	Essential	A,I
Registered member of the British Association for Counselling and Psychotherapy (BACP) as well as holding adequate, current and ongoing professional indemnity insurance	Essential	A
Knowledge and Skills		
Knowledge of the BACP Ethical Framework and evidence of applying this to practice	Essential	A,I
Excellent communication and organisational skills and the ability to actively	Essential	A,I
Proactive in reporting safeguarding concerns to the school, line manager and supervisor in accordance with Bede's Safeguarding Policy	Essential	A,I
Knowledge, understanding and awareness of the mental health issues children and young people face	Essential	A,I
Have an understanding of the challenges faced in a boarding environment and for overseas pupils	Essential	A,I
Manage your own clinical caseload	Essential	A,I
The ability to balance administrative and support services	Essential	A,I
Facilitate crisis intervention and prevention	Essential	A,I
Experience		
Minimum of 2 years post qualification experience	Essential	A,I
Experience of working collaboratively within a multi-disciplinary team including external agencies	Essential	A,I

Experience of working with a school/ educational setting	Essential	A,I
Personal competencies and qualities		
Approachable and reliable - empathetic, congruent nature	Essential	A,I
Ability to maintain confidentiality within an information-sharing environment	Essential	A,I
Competency in using IT systems	Essential	A,I
Take an active approach to self-development and show a commitment to continuing professional development in line with BACP ethical standards	Essential	A,I
Ability to work flexibly within the business needs of the organisation	Essential	A,I
Ability to present to groups and run training sessions and group work with Staff, parents and pupils	Essential	A,I

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Additional information:

- **The role is Permanent, Part Time.**
- **24 hours per week, Term Time only**
- **£21.53 per hour basic pay + plus holiday pay.**

Date: November 2022