



<b>Post title</b>	<b>School Counsellor</b>
<b>Division / Section</b>	<b>Communities and families</b>
<b>Department</b>	<b>Schools and lifelong learning/Children's services</b>
<b>Responsible To</b>	<b>Depute Head teacher for pupil support</b>
<b>Number of post holders</b>	<b>to be provided</b>
<b>Acting up/ Secondment</b>	Permanent

#### **Purpose of Job**

- School counsellors play a key role in supporting the assessment, planning and direct support of children, young people and their families in relation to relationships and emotional health and wellbeing.

#### **The What - Major Tasks/Job activities**

- To work as part of cluster team to promote positive emotional wellbeing liaising and promoting understanding between school, children, young people and families.
- To provide confidential counselling, which is evidence based, to 10 to 18 year olds and families in a variety of school settings.
- Whilst maintaining confidentiality also agree with children and young people what is helpful to share and how with the wider support team.
- To work as part of a multi-disciplinary team in identifying and supporting young people with additional support needs particularly in relation to Emotional Health and Wellbeing.
- Work positively and collaboratively with voluntary and third sector supports that may already be offering counselling support in school.
- To refer or assist in the referral of young people on to other services such as CAMHS or Social Work where appropriate.
- To support other professionals in their roles with young people with additional support needs as and when appropriate.
- To support the development of positive relationships and emotional wellbeing of children and young people using evidence based interventions with individual learners and groups.
- Support strengths based, solution focussed individual planning and review.
- Attend monthly external clinical supervision with a supervisor in accordance with BACP guidelines and contracted counselling hours.
- To maintain accreditation and professional standards of Counselling Practice in line with the BACP / CPC / UKCP, Code of Ethics for Counsellors in General Practice and other relevant professional body.
- This list is indicative of activity, not exhaustive, and describes a range of typical activities undertaken by the post holder.

#### **The How - Knowledge and Skills (E.g. Creativity, Innovation, Relationship Management, Decision Making)**

- The post will contribute towards tailored planning, preparation and delivery of services considering children, young person and family's views, progress with supports and family /carer circumstances as part of the GIRFEC child planning process
- The post will identify opportunities for enhancing support and resilience of children, young people and their family's building links with relevant community organisations.
- In relation to the delivery of evidence based approaches (eg. Seasons for Growth, LIAM) maintain essential fidelity
- The post holder will communicate clearly and regularly with school staff to develop a shared understanding of individual support needs and to foster positive and empathic relationships between staff, vulnerable learners and their families.
- Taking an anticipatory and preventative approach the post holder will identify and escalate any matters of concern to senior school staff in line with school child protection procedures and GIRFEC framework.
- Most decisions will reflect existing school and Council procedures and school processes/working practices.
- Holder of a recognised diploma in counselling for example BACP or COCSA accreditation.
- The post is subject to enhanced PVG scheme membership.

### **Environment**

- The post will work in a busy school environment but may also meet children or young people in their home or local community venues if it is appropriate to do so.
- The post holder will be based in a mainstream secondary school and will offer counselling support to children aged 10 to 18 within the cluster schools both in term time and during school holidays.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety.
- The post will use their time and resources effectively and efficiently to maximise the level of support they can offer targeted children and young people within the school setting.
- Working in accordance with risk management procedures, the post holder will have daily interaction with children and young people with a range of social, emotional and care needs, some of whom may have associated challenging or aggressive behaviour.

### **Supervision and Management of People (Numbers and type of staff)**

- There is typically no management of staff required in the role.
- The post holder will link with the local authority co-ordinator in relation to receiving and if appropriate offering counselling supervision.
- The post holder will link with the local authority co-ordinator in relation to offering placements for trainee counsellors.

### **Resources**

- Responsibility for maintaining reliable up to date written and electronic records on SEEMIS of their contact with children, young people and their parents/carers.

### **Health and Safety**

- The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if

you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

- If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.