



Post title	Supervising School Counsellor
Division / Section	Children, Families and Justice
Department	Schools and lifelong learning/Children's services
Responsible To	Depute Head teacher for pupil support
Number of post holders	
Acting up/ Secondment	Permanent

Purpose of Job

- Counsellors and therapists 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.
- Clinical supervisors play a key role in supporting counsellors / therapists to provide the highest quality of clinical practice to children and young people and ensure that Ethical Framework Principles, Values and Good Practice are integrated within their clinical practice.

The What - Major Tasks/Job activities

- Ensure safe and effective clinical practice to enable the delivery of an effective counselling / therapies service for children, young people and families.
- To provide confidential therapeutic interventions, which are evidence based, to children and young people in a variety of school settings and if appropriate community settings.
- If appropriate and if agreed within the counsellor or therapist's specific remit they may also offer support to key adults in families.
- Whilst maintaining confidentiality also agree with children and young people what is helpful to share 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.
- To refer or assist in the referral of young people to other services such as CAMHS or Social Work where appropriate.
- Support strengths based, solution focussed individual planning and review.
- Make appropriate use of and attend regular clinical supervision, external supervision consultation and team meetings with the Counselling Co-ordinator.
- Provide supervisees with regular and ongoing opportunities to reflect in depth about all aspects of their practice in order to work as effectively, safely and ethically as possible in accordance with BACP or most appropriate professional association recommendations (BACP a minimum of one and a half hours each month).
- To maintain accreditation and professional standards of therapeutic Practice in line with an appropriate professional association such as the BACP for counsellors.
- 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 therapeutic services considering children, young person and family's views, progress with supports and family /carer circumstances as part of the GIRFEC child planning process
- 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 the named person and the team around the child or young person to develop a shared understanding of individual support needs and to foster positive and empathic relationships between key adults vulnerable learners and their families.
- Taking an anticipatory and preventative approach the post holder will identify and escalate any matters of concern to the most appropriate Child Protection link in line with child protection procedures and GIRFEC framework.
- Utilise theoretical knowledge and understanding of all aspects of child and adolescent development to ensure flexibility of approach to meet the particular needs of the supervisee and their client creatively.
- Support the supervisee to consider clinical delivery, impact, and outcomes, reviewing complex cases as well as exploring cases that have positive outcomes in order to raise confidence within clinical practitioners.
- Holder of a recognised diploma in a relevant therapeutic modality with an appropriate evidence base for Children and Young People.
- Completion of an appropriate supervision qualification.
- The post is subject to enhanced PVG scheme membership.

Environment

- The post will primarily work in busy school environments 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 ordinarily be based in a mainstream secondary school and will offer counselling support to children and young people both in term time and during school holidays.
- Supervisors will agree with supervisees an appropriate format and venue for supervision which can either be delivered virtually or in person.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety, Code of Conduct and 'Our Behaviours' of respect, integrity and flexibility.
- 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.
- Use supervision time and resources effectively and efficiently to maximise the level of support they offer to supervisees.
- Working in accordance with risk management procedures, the post holder may 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 working with an agreed number of supervisees on-line via Microsoft Teams or in-person.
- Offer group supervision, if appropriate, online via Microsoft Teams or in person.
- The post holder will link with the local authority co-ordinator in relation to offering placements for trainee counsellors and therapists.

- Ensure that any safeguarding concerns raised within clinical supervision are documented and shared with the Designated Safeguarding Lead in School.
- Support supervisees to consider clients who might access counselling during school holiday periods and support them to explore potential safeguarding issues which might require a Risk Assessment to be carried out by their line manager in advance.
- Post holders will link with the co-ordinator to provide a rota of child protection guidance to counsellors during school holidays.

Resources

- Responsibility for maintaining reliable up to date written and electronic records of their contact with children, young people and their parents/carers.
- Maintain supervision notes and follow and adhere to GDPR Policies and Procedures relating to confidentiality.

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.