



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## JOB DESCRIPTION – School Counsellor

<b>Grade:</b>	Point 23-31 Actual salary: £15,657 - £18,993 TTO (FTE £33,366 - £40,476)
<b>Hours:</b>	3 Days a Week TTO 8:30am – 3:30pm inc. 30min unpaid lunch
<b>Responsible to:</b>	Assistant Head (Director of Safeguarding and Pastoral 7-11)
<b>Job Purpose:</b>	To provide a counselling service within the school, responding to social, emotional and mental health concerns.
<b>Main responsibilities of the role will be:</b>	<ul style="list-style-type: none"><li>• To work on a 1:1 basis with pupils and students for counselling working from agreed referrals with the Assistant Head (Director of Safeguarding and Pastoral Year 7-11) and Assistant Head (Head of Sixth Form)</li><li>• To devise and apply creative solutions that meet the needs of individuals and groups working within the policies, procedures, regulatory frameworks and standards provided by the British Association for Counselling &amp; Psychotherapy. (BACP)</li><li>• To maintain the referral and booking system, arranging appointments with students, being mindful of the school timetable.</li><li>• To maintain accurate and up-to-date records of all clinical work in accordance with confidentiality and data protection guidelines, ensuring they are stored securely</li><li>• To prioritise caseload and manage potential waiting list of students.</li><li>• To respond appropriately to students in crisis, providing immediate support and escalating to the safeguarding team or external services where necessary.</li><li>• To write Safety Plans where required</li><li>• To deliver wellbeing-focused assemblies and engagement sessions to promote emotional literacy and positive mental health."</li><li>• To plan and deliver group work sessions when requested</li><li>• To support whole-school wellbeing initiatives, including staff training and student voice activities where appropriate.</li> <li>• To work effectively with the pastoral team to support student's safety and wellbeing.</li><li>• To contribute to the school's safeguarding procedures by passing on any concerns regarding pupil and student welfare to the Safeguarding Team.</li><li>• To liaise with other professionals, including attending meetings within the school and with outside agencies, as appropriate.</li><li>• To liaise with parents/carers where appropriate and in line with safeguarding guidance to support student wellbeing and engagement with counselling services.</li><li>• To develop and maintain a bank of resources and signposting materials to support students' emotional wellbeing and mental health.</li> <li>• To contribute to the ongoing evaluation of the impact of counselling provision, identifying emerging needs and supporting the development of appropriate interventions.</li><li>• To be alert to trends and patterns of problems and be willing to identify causes and recommend corrective action.</li> <li>• To maintain and develop professional counselling skills through regular attendance at training workshops, educational seminars, and relevant CPD opportunities.</li><li>• To fulfil professional supervision requirements.</li></ul>

	<ul style="list-style-type: none"> <li>• To uphold good practice as described by the BACP ethical guidelines or other relevant counselling body.</li> <li>• To meet with the Assistant Head (Director of Safeguarding and Pastoral 7-11), on a weekly basis about caseload, plan time/manage diary, discuss progress of identified pupils and students and amend the support offered as required.</li> </ul>
<b>Support for the School:</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.</li> <li>• To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.</li> <li>• To be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.</li> <li>• To contribute to the school ethos, aims and development/improvement plan.</li> <li>• To work as part of a team, appreciating and supporting the role of other people within the team.</li> <li>• To attend and participate in meetings as required.</li> </ul>
<b>Resources:</b>	<ul style="list-style-type: none"> <li>• To ensure use of IT to full capacity in order to produce high quality documents.</li> <li>• To organise and present information for reports in a variety of formats.</li> </ul>