

JOB DESCRIPTION: SCHOOL COUNSELLOR

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To provide a high-quality counselling service to pupils of the School as needed.
Responsible to:	Headmaster's Wife
Responsible for:	N/A
Hours of work:	A weekly session of approximately 4 hrs, term time only
Salary:	Competitive; <i>pro rata</i> ; dependent on experience.
Pension:	Auto-enrolment by the School in the <i>School Pension Scheme</i> as appropriate, if eligible.
Commencement Date:	January 2022
Notice Period:	One School term

Overview

The School Counsellor will provide a high-quality counselling service to pupils, whilst providing support, guidance and advice to parents, carers and the School, to help the School with the promotion of mental and emotional health.

Key Tasks

- To be responsible for the confidential counselling services to pupils as needed.
- To be responsible for providing support, guidance and advice to parent, carers and the School.
- To act in a supervisory role to staff to enhance the understanding of pupils' needs.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- To be responsible for maintaining appropriate and confidential records.
- To liaise with the dedicated Safeguarding as required.
- To provide regular audit information such as numbers, age range and types of problems to the SMT.
- To give advice re external referrals for counselling and Psychology services.
- To have a thorough knowledge of the Mental Health provision locally and nationally.

- To continually review and evaluate the service.
- Deal with, or report to the nearest of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Be mindful, at all times, of the school's Equal Opportunities policy.

Knowledge, Skills and Experience Required

Essential

- Degree or Diploma appropriate to the role (BACP Accreditation, UKCP registration or BPC)
- An understanding of the development, emotional, social and education issues of children and young people.
- Knowledge of local mental health and CAMHS Service
- Knowledge of the Children's Act and legislation pertaining to children
- Maintain and update training on Safeguarding issues.
- Experience of working with children and young people
- Ability to communicate effectively, both verbally and in writing.
- Ability to work under own initiative.
- Proven successful decision making skills, with a mature and non-judgemental outlook.
- Patience, tolerance and sensitivity.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- Further therapeutic training or qualification in working with children and young people.
- Proven record of successful work in this field, within a prep school.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.