

## **THE JOHN COLET SCHOOL**

### **JOB DESCRIPTION**

<b>POST:</b>	School Counsellor
<b>GRADE:</b>	Range 5
<b>PATTERN:</b>	20 hours a week (Mon-Fri) Term time only
<b>RESPONSIBLE TO:</b>	Designated Safeguarding Lead

#### **Key Role**

To provide a high quality counselling service to students experiencing a wide range of social and emotional problems.

To provide workshops to groups of students to promote wellbeing as required.

#### **Main Responsibilities**

- To support academic achievement by helping students develop confidence, resilience and motivation to support academic attainment
- To help students develop emotionally so as to make a valuable contribution to society
- To provide support by building non-judgemental relationships of trust and respect with your clients
- To provide age appropriate counselling designed to the support learning and development of individual and groups
- To respond to referrals from staff, parents and students and assess suitability of clients for counselling interventions to support learning
- To evaluate all referrals for manageability within school and recommend referrals to outside agencies when appropriate
- To manage a caseload and maintain confidential client records and counselling information on students as appropriate
- Provide an annual Counselling report to your line manager.
- Maintains up to date skills through regularly assessing training and maintaining membership of appropriate professional bodies
- To play a significant part in contributing to the well-being of all students, not just those receiving counselling in one-to one sessions
- To promote positive mental health and a feeling of well-being within the School
- To respond proactively to identified mental health needs within the school.
- To contribute to the ethos and aims of the school
- To participate in the School's appraisal system
- To take responsibility for personal Health and Safety ensuring that all accidents and near misses are reported
- To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager

**Duties may vary from time to time, as required by the Headteacher, within the broad remit of the post.**

**This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.**

**June 2020**