



Job Title: SCHOOL COUNSELLOR

Salary: Bexley Scale 8.1-8.4

ACTIVITY	RESPONSIBILITY	NOTES
LINE MANAGEMENT	<ul style="list-style-type: none"> • Responsible to the Deputy Headteacher 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Hold a relevant professional qualification in counselling/ psychotherapy at Diploma level or above • Be a member of BACP or UKCP or equivalent and also listed on the BACP or equivalent Register • Preferably have experience working with children and young people • Hold a relevant counselling children and young people qualification (training can be accessed at TIC+) • Have experience of working to a brief/short term counselling model (7 sessions). 	
ROLE AND RESPONSIBILITIES	<ul style="list-style-type: none"> • A discreet, caring and confidential manner is essential at all times • To be available to act as a confidential counsellor, as required, by staff, students and parents • Contribute to the safeguarding and promotion of the welfare and personal care of children and young people • To liaise with the Designated Safeguarding Officer, or their Assistant, on a frequent basis • The ability to deal with and understand children and adults from a diverse range of backgrounds and ethnicities • Be mindful, at all times, of the school's Equal Opportunities • To be responsible for maintaining appropriate and confidential records • To provide regular updates to the SLT as to numbers , age ranges and types of problems that you are counselling • To be fully conversant with the Mental Health provision both locally and nationally • Deal with or report to the nearest member of the teaching staff incidents that are seen or reported regarding students' welfare 	



	<ul style="list-style-type: none">• Be conscious, at all times, of the school's equal opportunities policy• Be aware of the responsibility for Health, Safety and Welfare and that of others who may be affected by your actions or inactions• Co-operate with the school on all issues to do with Health, Safety and Welfare• Take responsibility for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided• To arrange and deliver relevant training for staff as and when needs are identified• To continually review and evaluate the service offered.	
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Person Specification

- A discreet, caring and confidential manner is essential
- Competent in Microsoft packages
- Accurate and efficient
- Ability to work flexibly and prioritise own workload
- Ability to relate well to students
- An openness to new ideas
- An excellent health record