**POST TITLE:**  Student Counsellor

**LOCATION/BASED: Gosforth Academy**

**GRADE:**  N7

**RESPONSIBLE TO:** Deputy Principal – Inclusion/Student Experience

**CORE PURPOSE:** To support the Deputy Principal – Inclusion/Student Experience in providing counselling. To contribute to the development of pastoral care at the school.

**MAIN DUTIES & KEY RESPONSIBILITIES**

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide a counselling service to the students of the school.
2. To work directly with students using a range of therapeutic skills.
3. To promote and foster positive contact with parents and carers.
4. To co-ordinate and contribute to the process of assessment of students by providing relevant information to pastoral staff, and other agencies where appropriate.
5. To lead and support the design and delivery of programmes to build the resilience and confidence of students.
6. To support the pastoral team by contributing to appropriate staff development and training courses.
7. To determine and arrange delivery of appropriate programmes of care/welfare such as MIND, Barnardos, Young Carers, CYPS, CAHMS and Streetwise, for students.
8. To work in partnership with the Local Authority and other statutory and voluntary agencies as required.
9. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school’s policies and procedures.
10. To promote and implement the schools equality policy in all aspect of employment and service delivery.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

**PERSON SPECIFICATION**

**POST TITLE: Student Counsellor**

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| --- | --- | --- |
| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Up to date knowledge of current issues in mental health, wellbeing and psychological treatments | ✓ |  |
| Up to date knowledge of the developments in the field of counselling | ✓ |  |
| Highly developed interpersonal and communication skills | ✓ |  |
| Effective organisation and management skills | ✓ |  |
| Knowledge of the wide range of agencies working in the areas of student support | ✓ |  |
| Ability to maintain accurate paper or electronic information systems. | ✓ |  |
| Competence in self organisation and an ability to sustain professional practice under pressure. | ✓ |  |
| Ability to work independently and as a member of the academy’s pastoral team | ✓ |  |
| At least 100 hours of counselling practice, with a significant proportion being with children and young people post qualifying. |  | ✓ |
|  |  |  |
| **QUALIFICATIONS AND TRAINING** | **ESSENTIAL** | **DESIRABLE** |
| Level 4 Diploma in counselling or Level 5 Children and Young People Counselling certificate or Postgraduate diploma, degree or masters in counselling or psychotherapy | ✓ |  |
| Membership of a professional body | ✓ |  |
| Evidence of additional CP of working with Children and Young People |  | ✓ |
|  |  |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of counselling young people | ✓ |  |
| Experience of effective working with young people in need of support. | ✓ |  |
| Experience of working in a school or HE environment |  | ✓ |
|  |  |  |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. | ✓ |  |
| Ability to advise and monitor development and performance | ✓ |  |
| Able to form effective professional relationships with a wide range of contacts | ✓ |  |
| Empathy with young people facing barriers to education | ✓ |  |
| Able to plan own workload and meet deadlines | ✓ |  |
| Able to work under own initiative | ✓ |  |
| Ability to form and maintain appropriate relationships and personal boundaries with students | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |
| Full UK driving license and access to a car during working hours. |  | ✓ |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***