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**JOB DESCRIPTION**

**POST TITLE:** School Counsellor

**GRADE:** N7

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

**JOB 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:**

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

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