

## **Pupil Counsellor ( 8-16 years)**

### **Job Description**

<b>Job Title:</b>	Pupil Counsellor (8 -16 years)
<b>Salary:</b>	NJC scale SO1 points 29-31
<b>Contracted Hours:</b>	25 hours per week term time only plus 5 INSET days
<b>Duration:</b>	1 year temporary contract

---

### **Purpose of Role:**

- To provide early intervention to prevent exclusion from education
- To deliver counselling to young people to enable them to continue to engage in education
- To offer early help for mild to moderate mental health difficulties
- To carry out peripatetic work if required
- To manage and maintain a therapeutic caseload
- To maintain existing links and cultivate good working relationships with multi agencies

### **Responsibilities and Duties:**

- To provide individual counselling to pupils who are experiencing difficulties with their emotional / mental well-being.
- To manage and maintain a case-load.
- To use outcome measures to assess, monitor, evaluate and demonstrate the impact of the intervention
- To work collaboratively to complete outcome measures
- To be a member of the British Association of Counselling and Psychotherapy (BACP) and adhere to the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy
- To identify and form links with multi agencies.
- To develop and maintain sound working relationships with external agencies, to enable appropriate support relating to the young person's needs.
- To identify and access appropriate training and personal development opportunities
- To be Information Governance compliant in regards to Safeguard Children and Young People personal data
- To model anti discriminatory practice
- To record, file and enter data in accordance with the school's needs.
- To generate half termly / termly statistical information

### **Support and Supervision;**

- Staff meetings
- Staff INSET
- Regular external supervision as required

**Shared Tasks;**

- To adhere to all health and safety regulations
- To adhere to all school policies.
- To actively participate in evaluation and quality assurance systems (SEF).
- To share knowledge and skills through training as and when required.
- To engage with all school services and staff members
- To comply with the Data Protection Act and School policies and procedures
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

This post is not politically restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date prepared: July 2018

**Pupil Counsellor ( 8-16 years)  
Person Specification**

**Qualifications:**

	Essential	Desirable
Recognised Counselling qualification to diploma level or above	<b>x</b>	
Member of the BACP or other recognised governing body	<b>x</b>	
Registered therapist or registered by March 2016	<b>x</b>	
BACP Accredited or working towards (or equivalent )	<b>x</b>	

**Experience:**

	Essential	Desirable
Minimum of 2 years' experience of working therapeutically with young people aged 8 – 16 years	<b>x</b>	
Integrative counselling with young people	<b>x</b>	
Therapeutic group work facilitation		<b>x</b>
Time limited interventions		<b>x</b>
The ability to forge, maintain and strengthen multi-agency relationships	<b>x</b>	
Anti-oppressive practice	<b>x</b>	
Working with families in relation to the needs of the young person		<b>x</b>
Working with primary and secondary		<b>x</b>
Routine Outcome Measures (ROMs)/Key Performance Indicators (KPIs)		<b>x</b>

**Knowledge and Understanding:**

	Essential	Desirable
Issues affecting children's mental health and emotional well-being.	<b>X</b>	
Legislative framework relating to children.	<b>X</b>	
Voluntary and statutory sector.	<b>X</b>	
Care Aims model		<b>x</b>
Participation	<b>X</b>	
Quality Assurance		<b>X</b>
Equal opportunities and anti-discriminatory practice.	<b>X</b>	
Principles of Information Governance		<b>x</b>
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	<b>X</b>	

**Abilities and Skills:**

	Essential	Desirable
Excellent listening skills	<b>x</b>	
To build and maintain effective working relationships with professionals	<b>x</b>	
To build and maintain effective therapeutic relationships with young people aged 8 – 16 years.	<b>x</b>	

To monitor and evaluate according to school systems.	<b>x</b>	
To work under own initiative.	<b>x</b>	
To hold effective team work/interpersonal skills.	<b>x</b>	
To actively participate in service development.	<b>x</b>	
To communicate effectively, both oral and written.	<b>x</b>	
To impart and present accurate information.	<b>x</b>	
To collate information and statistics.	<b>x</b>	
To work towards deadlines.	<b>x</b>	
To hold administrative skills and report write.	<b>x</b>	
To be computer literate.	<b>x</b>	

---