



Wadham School



Job Description/ Person Specification

Part-time School Counsellor

Contract: Temporary Fixed term until March 2025

Hours/Weeks per Year: 5 hours per week/ 39 Weeks per year/Term Time Only

Grade: 12 Point 12-19 £3,095 - £3,488 per annum

Responsible to: Assistant Head Teacher (Pastoral and Mental Health Lead)

Main Purpose

To support the positive mental health of some of the most vulnerable students in Wadham School.
To provide small group support to facilitate positive mental health.
To support Wadham Staff who may be experiencing personal difficulties and mental health and wellbeing issues.
To provide training to staff and parents on promoting positive mental health, identifying mental health needs and supporting a mental health crisis.

Main Duties and Responsibilities

- To manage own case load in conjunction with the Assistant Head Teacher
- To create training programmes for staff and parents which brings positive change and encourages self-reflection to support a healthy outcome in times of mental health needs.
- To manage a clinical caseload within the Health & Care Professions Council or equivalent body ethical framework, including keeping case files and suitably codified attendance records, confidentially and securely.
- To support staff and students when the school is faced with critical incidents.
- To track and monitor the effectiveness of support provided.
- To work closely with the Pastoral and Safeguarding team.
- To attend all pastoral and Safeguarding Team meetings.
- To provide reports and evidence for EHCPs, Annual reviews, TAFs, EHA requests, Core group meetings, ICPCs, RCPCs etc.
- To refer without delay all safeguarding issues to the Designated Safeguarding Lead.
- To provide a range of suitably need-tailored counselling and therapy techniques in order to work therapeutically and innovatively in addressing student's needs.
- To work collaboratively with colleagues.
- To ascertain and publicise relevant sources of additional support available to students and staff in an appropriate way to allows inclusion.
- In agreement with the school, to attend regular monthly clinical supervision in line with the DfE Guidance 'Counselling in Schools'.
- To collaborate with Senior Leaders in designing, leading, implementing and monitoring the whole school strategy on promotion of a positive mental health and wellbeing ethos.
- Lead on staff training on promoting positive mental health.
- To undertake any reasonable additional duties required by the Headteacher.

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- To share the school's commitment to: safeguarding and promoting the welfare of young people.
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (e.g. bereavement training, restorative practice)
- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

Personal Attributes

Education and Qualifications

- A formal counselling and/or psychotherapy qualification, which may include Level 3 Certificate in Counselling, Level 4 Diploma in Counselling Skills or Level 5 Diploma in Therapeutic Counselling, followed by an advanced apprenticeship in school counselling.
- Membership with the British Association for Counselling and Psychotherapy (BACP)

Experience and abilities

- Training in child development and mental health and an understanding of what can be done to provide help and support to those who need it.
- Good listening skills and an approachable manner that encourages a climate for safe and trusting relationships.
- Evidence of managing a clinical caseload within an educational or Health and Social Care setting, including maintaining appropriate case records.
- Evidence of outcome-based evaluation of counselling outcomes.
- Evidence of working under pressure, whilst remaining calm.
- Evidence of provision of a range of therapies, utilised according to need.
- Evidence of ability to work collaboratively in a multi-professional setting.
- Awareness of current relevant safeguarding guidelines including KCSIE 2023.
- Ability to balance competing priorities.
- Ability to build strong professional relationships with students, staff and parents.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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