

FINHAM PARK SCHOOL
A DCSF MATHEMATICS & STEM COLLEGE
JOB DESCRIPTION

Job Title:	Sixth form Counsellor	Post Number:
Directorate:	Children, Learning & Young People	
Location:	Finham Park School	
Grade:	G6 £27,041 - £32,910 FTE (Actual Salary £18,455 - £22,461)	
Hours:	30 hours per week, term time only	

Job Purpose

To provide a professional individual and/or group counselling and support service to all students to enable them to make choices to improve their sense of wellbeing and alleviate distress. To provide regular training for staff to enable them to support student wellbeing. To provide resources for mentor periods or PSHE/drop-down days as appropriate to support mental health and wellbeing.

Main Duties and Responsibilities

1. To establish a relationship of trust and respect with students
2. To liaise with staff and other professionals as appropriate to ensure the effective operation of the service
3. To agree a counselling contract with a clear understanding of the contract of confidentiality and with appropriate intervention programmes with users of the service
4. To review and evaluate the results of the counselling methods and service and report back as appropriate
5. To encourage students to talk about matters they feel they cannot normally share with others, which will cover a wide variety of needs
6. To liaise with a range of staff including SENCO, Sixth form team, mentors, class teachers, governors and support agencies
7. To actively listen to students' concerns and empathise with their position
8. To assist students to make decisions and choices to improve their sense of wellbeing and alleviate distress.
9. To apply principles and understanding with the objective of assisting them to change, improve, understand or better manage their situation
10. To liaise, refer and network with other sources of help/specialist consultants as appropriate eg CAMHS, the Local Safeguarding Children's Board, and agencies from Health, Social Services, education and the voluntary sector
11. To share in policy development and procedures to manage a variety of situations

12. To maintain accurate and up to date records of all work undertaken and to produce brief termly evaluative reports.
13. To contribute to the production of CAF reports
14. To provide training to volunteers and staff to support and develop the service and provide all relevant resources to students
15. To write materials for mentor periods/PSHE lessons/drop-down days as required
16. To collaborate with the existing school counsellor to ensure equity of provision across the school
17. To create/run short courses for students on specific areas linked to mental health/wellbeing
18. To provide debriefing sessions, and signpost support, to staff within school who are involved in child protection and helping young people at times of great stress
19. To attend supervision with a suitably qualified supervisor for a minimum of 1.5 hours per month

And such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy, the relevant Child Protection Policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Jo Kovacs, Carole Linstead, Sarah Megeney, Suzie Green

Responsible for:

Date Reviewed:

Updated: