



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

School: Finham Park 2
Job Title: School Counsellor
Grade: Grade 6

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 apply principles and understanding with the objective of assisting them to change, improve, understand or better manage their situation.

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 SENDCo, College Leaders, 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 regarding possible ways forward
9. 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
10. To share in policy development and procedures to manage a variety of situations



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11. To maintain accurate and up to date records of all work undertaken and to produce brief termly evaluative reports.
12. To contribute to the production of CAF reports
13. To provide training to volunteers and staff to support and develop the service and provide all relevant resources to students
14. To actively listen and offer supervision to staff within school who are involved in child protection and helping young people at times of great stress
15. 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 and the Every Child Matters agenda.

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.