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**Job Description**

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| **Post Title:** |  | **EMET School Counsellor** |
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| **Purpose:** |  | * To provide a high-quality counselling service to pupils/students experiencing a wide range of emotional problems. * To provide support, guidance and advice to parents, carers and the school. * Contribute to the safeguarding and promotion of the welfare and personal care of children and young people |
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| **Reporting to:** |  | EMET Primary/Secondary SENCo |
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| **Responsible for:** |  | * Provision of 1:1 support for identified pupils * Provision of group sessions as required * Support for families pre-crisis * Liaison with schools * Evaluation of need * Supporting school staff |
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| **Liaising with:** |  | School SENCos and in Co-operation with, and under the direction of, EMET Primary/Secondary SENCos |
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| **Disclosure level** |  | Enhanced |
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| **MAIN (CORE) DUTIES** | | |
| **Provision for pupils/students** |  | * To be responsible for the confidential counselling services as needed. * Assist students in understanding and overcoming social, behavioural or academic problems * Provide group or individual counselling to address the needs of students * Make recommendations for pupil/students to school regarding health psychologists and other mental professionals for proper attention * Consult with families and staff to highlight needs and discuss strategies necessary for improved social and academic performance * Develop and implement school counselling programs effectively * Recommend actions to support the welfare of identified pupils * Provide 1:1 programmes * Deliver group sessions where requested by schools * Prepare students for transition to the next stage of education * Listen to students’ concerns and offer recommendations effective in addressing academic or psychological problems |
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| **Safeguarding pupils** |  | * To be responsible for maintaining appropriate confidential records. * To liaise with Designated Safeguarding Leads as required. * To follow Safeguarding policy and procedures * Be mindful, at all times, of the school’s Equal Opportunities policy. * Observe good practice regarding Health and Safety * Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. |
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| **Supporting schools and school staff** |  | * To be responsible for advice and support to staff. * To arrange and deliver relevant training for staff as and when needs are identified * Guide and support school staff in implementing programmes * Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils’ welfare. * Provided written reports to support CAMHs referrals, GP referrals and external agencies. |
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| **Developing Self and Working with Others** |  | * Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided. * To have a thorough knowledge of the Mental Health provision locally and nationally. * To continually review and evaluate the provision * Co-operate with schools on all issues to do with Health, Safety & Welfare. Continuing Professional Development * Actively engage with clinical supervision * Report to the EMET Primary SENCo |
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| **Strengthening Community** |  | * Engage with the internal and external school community to secure work around the child * Collaborate with other partners and services in order to share expertise and bring positive benefits to their own practice and other schools * Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children |
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| **General Duties** |  | * Provide information and advice to schools via the SEN teams.. * Model professional, setting an excellent example to teaching and support staff. |
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| **Other Specific Duties:** | | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description    Employees are expected to be courteous to colleagues and work in partnership.    The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | | |
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| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

Date: May 2021

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|  | **Essential/**  **Desirable** |
| **Qualification Criteria** |  |
| 5 GCSE’s grade C and above including Maths and English | E |
| Counselling qualification : Level 4 Diploma in Counselling | E |
| Degree in Counselling/Psychology/Psychotherapy | D |
| Membership of professional counselling bodies : A registered member of BACP | E |
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| **Experience** |  |
| Experience of working within a schools | E |
| **Personal Characteristics** |  |
| Able to work within a busy environment and set priorities | E |
| Ability to work under pressure | E |
| Adaptability and flexible | E |
| Excellent time management and organisational skills | E |
| Awareness of security and health and safety issues | E |
| Ability to communicate effectively with a range of people including staff, pupils, parents, agencies | E |
| Helpful, positive, calm and caring nature | E |
| Able to establish good working relationships with colleagues and students | E |
| Able to follow instructions accurately but make good judgements | E |
| Ability to work in a confidential manner |  |
| Able to maintain a safe, calm and happy ethos | E |
| Committed to the safeguarding and welfare of all pupils in the academy | E |
| A commitment to abide by and promote the school’s equal opportunities, health and safety and child protection | E |
| Willingness to undertake training in any area identified |  |
| **Specific skills** |  |
| Ability to work with Microsoft systems | E |
| Ability to work as part of a team |  |
| Good communications skills, written and oral | E |
| Competent with computers and other technology | E |
| Able to understand and implement strategies and methods to help students | E |
| Understand the importance of confidentiality and discretion | E |
| Ability to write reports | D |