



OLD SWINFORD SERVICES LIMITED

School Counsellor Job Description

Person Specification

The successful candidate will be able to demonstrate the following skills and competencies:

- A recognised qualification in Counselling or Psychotherapy (minimum Level 4), with specific training in children and young people's mental health and wellbeing;
- Membership of, or accreditation with, a relevant professional body (e.g. BACP, NCS, UKCP, CPCAB);
- Experience of working with young and vulnerable children, ideally in a school environment;
- Strong listening and interpersonal skills;
- Resilience, patience, and a non-judgmental, empathetic attitude;
- An excellent communicator, able to build positive and professional relationships with staff, students, and parents alike;
- Ability to work independently and as part of a team;
- Knowledge of safeguarding procedures and professional boundaries.

Job Specification

1. To provide confidential, professional counselling and support sessions to students, in line with ethical guidelines and safeguarding requirements;
2. To offer a drop-in clinic for pupils;
3. To offer supportive advice to any staff at the school who wish to discuss pupils who may be having difficulties;
4. Promoting a safe, supportive and inclusive environment in which pupils feel able to explore and express their concerns;
5. To liaise with the school medical centre staff and implement any actions required that have gathered over the week;
6. Managing a caseload of pupils and prioritising referrals appropriately;
7. Any matters that may arise as part of the counselling process which are concerned to be safeguarding issues which require investigating needs to go on MyConcern and if urgent then directly to Director of Safeguarding;
8. To provide an opportunity for any parents/carers to talk with the school counsellor about their child who is having difficulties as necessary;
9. Maintaining accurate, secure and confidential records in accordance with professional standards, GDPR and school policies;
10. To perform duties within the codes of practice and ethics recommended by the BACP;

11. To undertake any training which is required by the School;
12. To undertake other such duties as may be reasonably required commensurate with the post as requested by the Headmaster or a member of SLT.