

Role Profile: School Counsellor

Purpose

The School Counsellor will be part of a multidisciplinary team that supports the physical, mental health and emotional wellbeing of pupils at Prince's Gardens Preparatory School. This post is self-employed, although will work closely with the Deputy Head. The main purpose is:

1. To provide a high-quality counselling service to children experiencing a wide range of emotional problems.
2. To provide support, guidance and advice to parents, carers and the school.
3. To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Key Accountabilities

To provide an independent and confidential counselling service to students and occasionally staff at the Prince's Gardens through individual sessions, responding to their personal, social, emotional or educational concerns.

To promote a caring and supportive environment where concerns may be explored, thereby promoting the mental and emotional health at Prince's Gardens.

To maintain confidentiality (except in those circumstances, in line with safeguarding and child protection)

To be responsible for advice and support to staff.

To be responsible for maintaining appropriate and confidential records and keep these secure.

To liaise with the Designated Safeguarding Lead on a frequent basis.

To provide regular audit information such as numbers, age range and types of problems to the SLT.

To have a thorough knowledge of the Mental Health provision locally and nationally.

To continually review and evaluate the service.

To make referrals where appropriate and, with parental consent, to other agencies

To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development.

To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.

To ensure that as a Counsellor they are properly and regularly supervised, as required by their professional body.

To work with a diverse range of issues including transition, sexuality, eating disorders and self-harm, depression, anger management, anxiety and fears.

Pastoral Care

1. Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
2. Be mindful, at all times, of the school's Equal Opportunities policy.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the School on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
2. To arrange and deliver relevant training for staff as and when needs are identified.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Post-graduate Diploma or Masters level in Counselling or Psychotherapy • BACP Accreditation, UKCP registration or BPC • Further therapeutic training or qualification in working with children and young people 	
Knowledge	<ul style="list-style-type: none"> • An understanding of the developmental, emotional, social and educational issues of children and young people • An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds • Knowledge of local mental health and CAMHS Service • Knowledge of the Children’s Act and legislation pertaining to children 	
Experience	<ul style="list-style-type: none"> • Minimum of 2 year’s post qualification experience • Minimum of 1 years’ experience of working with children and young people 	<ul style="list-style-type: none"> • Previous experience of working within the independent education sector in London
Skills and Abilities	<ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to work independently • Positive communication and listening skills • Patience, tolerance and sensitivity • A mature and non-judgemental outlook • Enthusiasm 	<ul style="list-style-type: none"> • An empathy with the aims and ethos of the School.

Key Stakeholders:

Internal – Headmistress, Deputy Head, Head of Learning Support

External – Parents and external agencies

Signed: Name (print):

Date: