**Bushey Meads School**

**School Counsellor for BSJT**

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| **Post Title** | School Counsellor for BSJT |
| **Purpose** | * To deliver a safe and professional counselling service to students from KS1 to KS5 across Bushey St James Trust (BSJT) involving both 1:1 and group interaction * To develop, under relevant pastoral leaders’ guidance, a service that will help to support students and positively impact on retention, achievement and attainment of vulnerable and underachieving students * To work effectively with a diverse range of needs including transition, bereavement, eating disorders, self harm, depression, anxiety and fears |
| **Reporting to** | Relevant pastoral leaders |
| **Liaising with** | Governors, Executive Principal/Headteachers/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents/carers |
| **Working Time** | 37hours per week Monday to Friday, 8.00 am – 4.00 pm, (inclusive of 36 minutes unpaid breaks each day)  Term time + 1 week to include 5 INSET days |
| **Salary/Grade** | APT & C Points 19 - 26 + fringe allowance (FTE currently £25,481pa - £30,451pa + £898pa), paid pro-rata for the hours worked. Salary will depend on experience and qualifications. *Actual salary range - £21,697pa - £25,929pa + £764pa.* |
| **Disclosure Barring Service** | Enhanced with Barred List check |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * To offer students from KS1 to KS5 across BSJT a professional counselling service which is accessible to all * To provide support, advice and guidance to individuals who are referred for counselling * To identify counselling and mental health needs through an initial assessment of need * Risk assess situations and provide therapeutic informed interventions including play therapy * To promote counselling and advice in a range of ways ensuring that students are aware of what is offered and how to access * Develop and offer bespoke and tailored interventions both at an individual and group level * To ensure accurate case records and evidence of support are kept which should be stored securely * To provide progress reports on referred students * To advise on student welfare issues as appropriate and to support staff in dealing with students who have difficulties * To engage with students to promote health issues * To liaise with family and school staff as appropriate * To assist with the development of mediation work between peers and between staff and students * To network with other agencies with a view to easing referrals and accessing specialist consultants e.g. CAMHS, Social Care etc * Sustain links with the wider community health services * To provide relevant information to or liaise with professionals where appropriate to support external referrals to specialist services or other agencies * Work effectively in consultation with the relevant Safeguarding and Child Protection policies * To devise and, where appropriate, deliver a programme of CPD – training to support and develop staff and parent understanding * Support the work of the Pastoral Team including evaluation of the impact of interventions provided * With SLT and pastoral support, to work collaboratively with staff, whilst at the same time providing a confidential place for students * Develop strategies for promotion of emotional resilience within the student body * To empower individuals enabling them to help themselves through informed choice and decision-making * To have a thorough knowledge of the Mental Health provision locally and nationally * Report any safeguarding concerns as per policies/procedures |
| **Staff Development:** | * To take part in BSJT’s staff development programme by participating in arrangements for further training and professional development * To attend regular meetings with senior leaders as required * To work as a member of a designated team and to contribute positively to effective working relations within the school * To engage actively in the Performance Appraisal Review process * To attend relevant in-service training and attend any relevant external training as required * To maintain registration of BACP or similar professional body |
| **Standards and quality assurance:** | * To maintain professional boundaries and liaise with colleagues and outside agencies as appropriate * To adhere fully to professional standards of practice set out by BACP (British Association for Counselling & Psychotherapy * Maintain an awareness of current therapeutic issues end ensure an updated knowledge of new developments within student counselling * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies * Participate in staff training * Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools |
| **Communication:** | * To follow agreed policies for communications across BSJT * Attend meetings as required * To prepare and provide reports as required always maintaining confidentiality * To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials as necessary * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |

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| **Other Specific Duties**: |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed |
| All Associate Staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. |

***Please note:*** *due to the ever changing nature of counselling this is not an exhaustive list of duties.*

*The job description will be adjusted to reflect the skills held by the post holder.*

**March 2021**