

De La Salle College
Job description

JOB TITLE: School Counsellor

REPORTS TO: Assistant Head teacher (Safety and Safeguarding)

GRADE: 9 (12 hours term time only)

1. JOB PURPOSE

To provide specialist support to pupils and their families within De La Salle College, in order to address emotional and associated behavioural difficulties through assessment, counselling, individual and group work and thereby be able to support pupils' specific needs.

2. PRINCIPAL ACCOUNTABILITIES

2.1 To be responsible to the Assistant Head teacher (Safety & Safeguarding) in order:

- ❖ To assess the level of need of students and their families who fall within the mental health perspective of need, to supply them with appropriate emotional guidance and support or to make referrals where appropriate, and with the student's consent, to other agencies.
- ❖ To provide an independent and confidential counselling service to students and staff at De La Salle College through individual sessions, responding to personal, social, emotional or educational concerns.
- ❖ To promote a caring and supportive environment where such concerns may be explored, thereby promoting positive mental and emotional health.
- ❖ To maintain confidentiality (except in those circumstances, in line with Safeguarding practice, where this should be breached)
- ❖ To uphold good practice as described by the States of Jersey, Education Department 'Guidance for Schools on the provision of School-based Counselling Services in Jersey'.
- ❖ To be responsible for their own Professional learning, maintenance and updating knowledge and awareness.
- ❖ To liaise, where appropriate and with the student's consent, with members of staff.
- ❖ To maintain appropriate records and to keep these secure.
- ❖ To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.
- ❖ To be alert to trends and patterns of problems and be willing to identify causes and recommend corrective action.
- ❖ To promote and safeguard the welfare of children, young and vulnerable people whom you are responsible for or come into contact with

- ❖ To be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- ❖ To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.
- ❖ To ensure that as a Counsellor, you are properly and regularly supervised, as required by the States of Jersey Education Department.
- ❖ To provide guidance and clinical support within the school to staff, to a level that enables them to work effectively with students having problems and to assist with the professional learning of staff by providing relevant in-service training.
- ❖ To attend, on a fortnightly basis the senior pastoral team meeting.
- ❖ To suggest to the senior pastoral team strategies to support students.
- ❖ To contribute in any other reasonable way to promote the safety and wellbeing of the students.

Additional Duties

- ❖ To provide relevant information to external agencies as appropriate.
- ❖ To write an annual report on the use of the service and the types of issues being presented.
- ❖ To attend meetings or discussion sessions with parents as required and appropriate within the agreed confidentiality guidelines.

You must promote and safeguard the welfare of children, young and vulnerable people for whom you are responsible or come into contact with.

You must be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

3. DIMENSIONS

Impact on the Organisation/Dept.

The post holder is a vital member of the Pastoral and Safeguarding elements of the College, occupying a unique and flexible role.

4. KNOWLEDGE AND SKILL

The post holder will have:

- a professional qualification in counselling at diploma level
- five years post-qualification experience through working therapeutically with young people and their families
- a broad knowledge of education law and child care law.
- to be fully conversant with Child Protection policies and procedures including issues related to bullying
- to demonstrate a knowledge and understanding of Drugs Awareness and received Drug Awareness training
- competent ICT skills

- hold a current driving licence and have their own transport
- excellent interpersonal skills

The post holder should show initiative and be able to work as a member of a team.

The possession of a qualification in first aid is desirable, though not essential.

Context

The post holder will be responsible for accepting and working with individual referrals of pupils, which will be received from school staff, and self-referrals, where a pupil has an issue that could be underpinned by a mental health problem. This work is confidential and will demand a high level of interaction between the post holder and student.

Work will also be undertaken with staff and parents/carers who are under high levels of stress. After initial assessment has been undertaken, students would be referred to receive support from the Educational Needs Co-ordinator or Pastoral team as required. The post holder will liaise with the SEN/Pastoral teams for the co-ordination of these services. Where the issues are beyond the school remit (in consultation with the post holder's line manager), programmes will be planned with a nurse therapist from Child and Adolescent Mental Health Services to meet the pupil's needs.

The post holder will work within the constraints of States of Jersey Education policies, De La Salle College Policies and relevant legislation.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties, or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.