



## JOB DESCRIPTION

*EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER*

<b>Post</b>	Counsellor
<b>Grade</b>	Scale 6
<b>Responsible to</b>	Head of the LSU
<b>Responsible for</b>	As explained on job description
<b>Working hours</b>	In accordance with APTEC Pay & Conditions – 35 hours per week, 39 weeks per annum

Everyone at Thomas Tallis works to fulfil our **School Plan**.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. To stimulate a love of knowledge in our young people
4. Unlock and develop their creativity and independence
5. Demonstrate that learning continues well beyond lessons.
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

### Job Description

### Counsellor

#### Purpose

- To deliver a safe and professional counselling service to students involving both 1:1 and group interaction.
- To develop, under the guidance of the LSU and Assistant Head Inclusion, a service that will help to support students and positively impact on retention, achievement and attainment of vulnerable and underachieving students.
- To develop under the guidance of the LSU an appropriate partnership, working collaboratively with staff, whilst at the same time providing a confidential space for students
- To work with a diverse range of needs including, behaviour, bereavement and loss, transition, eating disorders, self-harm, depression, erratic behaviour, abuse of any kind, and anxiety and fears.

#### Ethos

1. To create a positive working relationship with staff, students, parents and external agencies.
2. To develop a sense of community which reflects the school's values
3. To work professionally in a team environment
4. Proactively to help develop and maintain good order in the school

#### Specific Responsibilities

5. To provide a professional counselling service accessible to all students
6. To promote counselling and advice in a range of ways to ensure that all students are aware of what is offered and how to access.
7. To score assessments attached to assessing clients process and needs.

8. To write reports to staff and other professionals relating to client progress.
9. To maintain professional boundaries and to liaise with colleague and outside agencies as appropriate, including medical and psychological support services with a view to easy on – going referrals as instructed by the Pastoral Welfare Team Lead.
10. To advise on student welfare issues as appropriate.
11. To have an up to date knowledge of current child protection policy
12. To under the guidance of the LSU Lead support the work of the Inclusion to promote inclusion and knowledge of moderate behaviour, emotional and social difficulties.
13. To ensure accurate case records and evidence of support is supplied and to provide data on the use of the service as required by the line leader.
14. To provide advice and support to staff in dealing with students who have difficulties as directed by the LSU lead.
15. To contribute to appropriate staff development activities.
16. To take part in school 'inset' training programmes.
17. To engage with students to promote health issues.
18. To participate in a programme of personal development attending supervision and training courses directed by the Head of the LSU.
19. To maintain an awareness of current therapeutic issues and ensure an updated knowledge of new developments within student counselling.
20. To assist with the development of mediation work between peers and between staff and students.
21. To Develop under direction of the LSU lead group work that helps to improve students' esteem and confidence.
22. Support the School's / Borough's policies including those relating to health and safety, equal opportunities, confidentiality, data protection and safeguarding. Continually update their knowledge and awareness of all school policies.

**Other Key Duties:**

23. To attend and participate in relevant meetings as required.
24. To undertake professional development as identified in the performance management process.
25. To maintain high standards of professional practice, complying at all times with counselling codes of practice.
26. To have Strong interpersonal and communication skills to build and maintain effective working relationships with a wide range of professionals and an ability to resolve conflict.
27. To be able to work confidentially under pressure.

**Additional Duties:**

28. To carry out additional duties, as the Head of the LSU may reasonably request from time to time.
29. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
30. To comply with the school's Health & safety Policy and to undertake risk assessments as appropriate.
31. To work within the school's Equality and Diversity Policy.
32. To ensure that the spirit of the school equal opportunities policy is implemented.

All staff at Thomas Tallis are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

<p><b>Training Qualifications and Experience</b></p>	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• Higher Professional Diploma (or higher) in Counselling or Psychotherapy.</li> <li>• To be a registered member of the BACP or UKCP</li> <li>• To be an accredited member of the BACP or working towards the accreditation holding a minimum of 200 hours post training of working with adolescents.</li> <li>• Level 2 qualifications in English and Maths.</li> <li>• Evidence of further work related qualifications.</li> <li>• Competence in using ICT.</li> </ul>
<p><b>Personal, Professional Qualities and Attributes</b></p>	<p>Candidates should demonstrate that they:</p> <ul style="list-style-type: none"> <li>• can support the Head Teacher in fulfilling the School Vision and Plan.</li> <li>• have the ability to work in partnership with other members of a team.</li> <li>• have highly tuned organisational skills.</li> <li>• have a professional, kind and calm manner.</li> <li>• can communicate clearly and precisely.</li> <li>• can work collaboratively with others;</li> <li>• seek and act on feedback from others.</li> <li>• communicate effectively with, and command the confidence and respect of students and parents/carers.</li> <li>• have an excellent attendance and punctuality record.</li> <li>• ability to be flexible within the demands of the role.</li> </ul>
<p><b>Professional Knowledge and Understanding</b></p>	<p>Candidates should demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• a deep knowledge of therapeutic approaches that work with children and adolescents.</li> <li>• skill in communicating with a range of people, including other professionals, young people and their families.</li> <li>• experience and understanding of how to work in collaboration and partnership with other staff in providing an integrated and multiagency approach to mental health services.</li> <li>• a strong grasp of the principles and practice of educational inclusion, diversity and access.</li> </ul>