

Job Profile

Job Title	Secondary School Counsellor
Reporting to	Therapeutic Services Manager
Service Area	Therapeutic Services (Counselling In Schools)
Location	Harris Academy South Norwood (Clocktower Campus and Beulah Hill Campus)
Contract Type	28 hrs Monday to Thursday 8.50am to 3.50pm Term-time only to 23.07.24 in first instance
Annual Leave	Not to be taken during academic years teaching times and to be compensated at a rate of 25 days, 9 x Bank Holidays and 3 x Concession Days (pro rata) per annum
Salary	£30,359.18 FTE per annum (Actual £26,009.64)
Post Commences	15.05.2023

Job Purpose: To deliver a high standard of integrative, therapeutic counselling across two Harris Academy Secondary School sites for 11-18 year olds in Education that facilitate and foster Excellence, Ambition and Aspiration with an innovative enterprising approach to learning.

Main Duties and Responsibilities:

1. To safeguard and promote the welfare of children and young people
2. To work closely with the school's senior leaders, pastoral, teaching and key staff to offer a high standard of ethically competent counselling and support to young people on site
3. To help develop the referral & appointment system and management of waiting lists to ensure the service is immediately and appropriately responsive to the needs of the young people and the school community
4. To develop the service in response to the evidenced needs on site, to be flexible in the model of delivery and if required, offer drop ins, psycho-educational input, group sessions, assembly presentations, parent/carer support and school staff support
5. To be flexible to respond to the presenting issues of individual young people which can include anxiety, low mood, isolation, loss, bereavement, self-harm, suicidal ideation, family relationships, sleep difficulties, adverse childhood experiences and peer relationships
6. To approach the work with a high level of Attachment Awareness and in a Trauma-Informed way
7. To promote systemic models of working, which, usually with the consent of the young person, can include contact with parents/carers/guardians/foster carers
8. In the event of any future lockdown with access to face to face meetings being compromised then being able to continue service delivery and offer interventions by phone or online via Teams/Zoom/WhatsApp
9. To understand and work within CDI and School Safeguarding Policies and Procedures, working closely with on-site Designated Safeguarding Leads

10. When appropriate, to work collaboratively with public, community, voluntary and private sector partners and stakeholders in the promotion of healthy multi-agency & joint-working practice
11. To follow CDI Monitoring & Evaluation frameworks, keep suitable case records according to agency policy, legal and other requirements, ensuring that all records and files are maintained, securely held and regularly reviewed/updated
12. To carry out administrative tasks associated with the role, to liaise closely with the Data Administrator, Data Reporting Manager and Business Operations Co-ordinator with regards to monitoring & evaluation and any other administrative duties
13. To attend regular Clinical Supervision with the assigned clinical supervisor
14. To attend regular line management with the Therapeutic Services Manager
15. To attend CDI Learning & Development Days during the year to help fulfil Continuing Personal & Professional Development goals, the charity's Annual Residential and an annual appraisal with the line manager
16. To work at all times within the Ethical Framework and professional guidelines of the British Association for Counselling and Psychotherapy
17. To work within all CDI policies and procedures at all times, to abide by the Code of Conduct and to particularly abide by our policies of Safeguarding, Equality, Diversity & Inclusion and Health & Safety
18. To promote participation and connection to other local statutory & voluntary sector services and/or CDI projects eg. Community Counselling, Talkbus/Outreach, Parent Infant Partnership and Advice, Rights & Advocacy
19. To be fully informed about other useful local services, diversionary activities and opportunities for young people
20. To ensure young people, parents/carers/guardians are made aware of our complaints policy
21. To undertake any other additional responsibilities as directed by the Therapeutic Services Manager that are within the capabilities of the post holder

Nature and Scope of the Role

The post holder will be expected to develop and represent CDI within the educational setting and may be required to promote the service in staff meetings and/or school assemblies/parent & carer meetings

It will be crucial to establish a collaborative working relationship with all staff on site to help deliver an effective counselling service and it will be beneficial to encourage regular meetings with key members of staff on site

If the post holder is asked to carry out other activities by the school such as offering parent/carer support, delivering group work, talking about counselling at a staff inset day this needs to be agreed with the line manager in advance

This post will be located on site for 28 hrs per week 8.50am – 3.50pm during term time. Annual leave is not to be taken during academic term-times

The post holder is encouraged to think creatively about gaps in provision of service and to make any suggestions that could improve the reach of the provision and hence improve the offer to young people and parents/carers

All counsellors are expected to be a Member, Registered Member or an Accredited Member of the BACP or another appropriate professional body (e.g. UKCP, HPC, BABCP)

Person Specification

Experience, Job Related Skills, Qualifications & Knowledge:

Experience
Experience in individual counselling with children and young people to include working with risk issues
Experience of having used creative approaches in therapeutic relationships with children and young people
Experience of working individually as well as part of a team
Experience of working in an educational setting
Experience of facilitating group work
Experience of multi-agency working
Skills
Excellent organisational skills including competency with IT
High level awareness of Equality, Diversity & Inclusion and the impact of racism & discrimination
To be able to work competently on a time limited basis
Ability to communicate effectively with parents/carers and professionals
Knowledge
Comprehensive understanding of Child Protection & Safeguarding and reporting procedures
Comprehensive understanding of current issues and challenges faced by children, young people and families
Comprehensive understanding of Attachment Theory, Trauma-Informed Practice & Child Development
Qualifications & Training
Graduate or Post Graduate level Counselling Diploma or equivalent [of two years minimum duration that includes personal counselling or psychotherapy].
BACP Registration/Accreditation or working towards a recognised Professional Accreditation
General
An evidenced commitment to the promotion of Inclusivity and Diversity
Genuine desire and enthusiasm to improve the lives of children, young people and families
Non-judgemental, empathic and child-centred
A commitment to the aims and purposes of CDI