



Job Description

School Counsellor (part time)

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth School for Girls. Your Job Description should be reviewed annually as part of the Performance Review Process.

Responsible to: Deputy Head

Summary of the Role:

To provide one to one counselling to pupils, maintain appropriate records and liaise regularly with the Deputy Head, School Nurse and the wider school pastoral team and other professionals as necessary.

Main duties and responsibilities

- To provide an independent and confidential counselling service to pupils at Monmouth School for Girls, through individual sessions, responding to their personal, social, emotional or educational concerns
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at Monmouth School for Girls
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached)
- To uphold good practice as described by the BACP ethical guidelines
- To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD)
- To make referrals, where appropriate and with the pupil's consent, to other agencies, participating and leading in joint assessments with other agencies and providing reports for referrers, families and the school
- To liaise, where appropriate and with the pupil's consent, with members of staff
- To maintain appropriate records
- 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 to be willing to identify causes and recommend supportive action; interventions for children and young people with mild to moderate mental health problems will use evidence-based interventions. The treatment interventions provided would be based on NICE guidelines and evidence based practice
- To play an active role in Safeguarding children and adhere to school policies
- 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 they are properly and regularly supervised, as required by the BACP /HCPC, the name and address of the supervisor to be supplied on request to the Deputy Head
- To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils
- To provide relevant information via the Deputy Head in advance of pastoral meetings;

- Update records on My Concern
- 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 if asked and as appropriate within the agreed confidentiality guidelines above
- Such other duties associated with the above tasks as may be reasonably required

Person Specification School Counsellor

Please include the following in your letter of application (which should be no longer than two sides of A4):

- a clear, succinct statement of your educational philosophy and practice;
- demonstrate how this philosophy relates to the Person Specification and Job Description.

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Relevant Counselling qualification at Diploma or above • Member of BACP/HPCPC • Good general standard of education 	<ul style="list-style-type: none"> • Further relevant qualifications • Record of continued professional development
Experience	
<ul style="list-style-type: none"> • At least 2 years' post qualification experience as a practising therapist or counsellor with school and multi-agency experience • Awareness of network of children's services and experience of multi-agency inter-professional work • Experience in counselling children and young people • Experience of group work with young people • High personal and professional standards • Excellent pastoral skills and instinct • Work well in a team 	<ul style="list-style-type: none"> • Experience of counselling in an education setting • Professional research experience
Skills	
<ul style="list-style-type: none"> • Proven ability to communicate effectively with young people • Awareness and understanding of mental health issues and problems • Excellent communication and inter-personal skills • Leadership skills/role model • Knowledge of child development 	<ul style="list-style-type: none"> • Well-developed ICT skills

Personal Attributes	
<ul style="list-style-type: none"> • Highly level of motivation, independence and commitment • Ability to work independently and demonstrate initiative • Ability to deal with unpredictable situations • Tact and discretion • Able to maintain confidentiality when required • Excellent organisational skills • Support and promote the School's aims and ethos • Smart appearance • Flexible and adaptable to change 	
Safeguarding	
<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety 	<ul style="list-style-type: none"> • Knowledge of child protection procedures

Package

- Salary:** Haberdashers' Monmouth Schools Support Staff Pay Scale Band 11 points 41– 44, £27.50 per hour to £31.25 per hour
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays), rising to 5 weeks after 2 years and 6 weeks after 5 years pro rata
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

Applications

Candidates should complete their application form electronically and email it, together with a letter of application, to Miss M Boulton, HR Administration Manager at recruitment@habsmonmouth.org (both documents should be submitted as PDF files). You may also include a copy of your curriculum vitae.

The closing date for applications is 9am, Monday 17th June 2019