

MATRIX ACADEMY TRUST
Job Description – School Counsellor
Term Time Only

Arrangement:	Term Time Only (39 weeks) Monday – Friday (37 hours) Full arrangements to be agreed
Salary:	Scale Group 11 Spine Point 41-44 (Full Time Equivalent: £30,210-£33,454)
Reports to:	Assistant Headteacher
Responsible for:	Supporting pupils with a wide range of issues for example; resolving problems, improving relationships, making choices, coping with changes, gaining insight and understanding and growing as a person (this list is not exhaustive). Supporting the work of the Pastoral Team by delivering 1 to 1 counselling sessions with pupils which aim to reduce anxiety and stress and promote positive thinking, good mental health, emotional well- being and developing self-esteem in order to remove barriers to learning.
Main Purpose:	To support pupils by offering a 1 to 1 counselling sessions and to work within an approved code of ethics such as; BACP (British Association of Counselling and Psychotherapy), UKCP. To provide advice to pupils relating to their social, health, behavioural and emotional development needs. Issues may include: <ul style="list-style-type: none"> • Bullying/friendships • Social and behavioural difficulties • Emotional problems • School refusal/phobia • Academic difficulties e.g. significant underperformance • Initial support for bereavement • Family issues • Signposting to relevant support To be mindful of boundaries between confidentiality and sharing information in order to protect the safety of the young person and to serve their best interests.
Main Activities:	<ul style="list-style-type: none"> • Providing 1 to 1 counselling sessions with pupils in all years (7-13) who have been referred for counselling via the school's Pastoral Team (Heads of House, Pastoral Leadership) • To record, monitor and provide brief feedback where appropriate to Pastoral Leadership and Heads of House in order to best support pupils • To follow the school's Safeguarding procedures and report any concerns that arise

	<ul style="list-style-type: none"> • To promote and uphold the school's Behaviour Policy • To liaise with the Designated Safeguarding Person on any safeguarding issue in line with school policy and procedures • To receive and act upon referrals from Heads of House • To organise weekly appointment schedules and rotas • To record, monitor and analyse appointments • Carry out 'exiting' questionnaires upon completion of counselling sessions to evaluate impact • To maintain appropriate documentation/records and communicate effectively with the Pastoral Team • To evaluate the impact of counselling sessions and monitor caseload • To provide a termly analysis report to Line Manager • To meet with pupils as required • To identify trends and pupil needs as they arise (by year group for example) and liaise with Assistant Headteacher's so that appropriate action can be taken to address pupil needs by the Pastoral Team
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos • Promote and safeguard the welfare of children and young people whom you are responsible for or come into contact with • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of, support and ensure equal opportunities for all • Appreciate and support the role of other professionals • Participate in training and performance development as required • Any other duties as deemed appropriate to the post by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date:

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Person Specification – School Counsellor

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
A recognised qualification appropriate for the post such as; BACP (British Association of Counselling and Psychotherapy)	E	A
Accreditation in Counselling Skills/Counselling studies	E	A
Any other relevant qualifications such as; Drugs awareness, mental health	D	A
Experience and Knowledge		
Experience working in the Health Sector/Counselling organisations/volunteer work	D	A/I
Experience of working with young people in a professional environment (i.e., education, health, social work)	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle information	E	I