



Woodlands Community College

Job Description

Post Title:	School Counsellor
Job purpose	• To provide a safe, confidential and supportive counselling service for pupils experiencing emotional, social or personal difficulties. • To offer emergency counselling appointments when needed via one to one sessions or in small groups and to support staff and pupils in times of crisis within the school or wider community • To promote pupils' emotional wellbeing, mental health and resilience, enabling them to engage positively with school life and learning. • To provide individual and, where appropriate, group counselling interventions tailored to pupils' identified needs. • To support pupils to develop healthy coping strategies, emotional regulation, confidence and positive relationships. • To identify concerns that may require additional or specialist support and work with appropriate school staff and external agencies. • To contribute to the school's safeguarding culture, following school safeguarding procedures and reporting concerns appropriately. • To work collaboratively with the Designated Safeguarding Lead (DSL), pastoral team, SENCO and other relevant staff, while maintaining appropriate professional confidentiality. • To support pupils experiencing issues such as anxiety, bereavement, family difficulties, friendship concerns, low self-esteem, school-related pressures or significant life changes. • To help reduce barriers to attendance, engagement and learning where emotional or wellbeing needs are contributing factors. • To maintain appropriate and confidential records of counselling work, in accordance with school policies, safeguarding requirements and data protection legislation. • To contribute professional insight to the school's wider pastoral and wellbeing provision, helping to identify emerging themes and areas of need. • To accept referrals from teachers, support staff and parents. • Operate a system where pupils can self-refer and be able to be seen as soon as possible after the request is made. • To be able to offer the pupils emergency support if they come to school in a distressed state. • To develop positive relationships with pupils based on trust, respect and clear professional boundaries. • To promote the school's values of Respect, Responsibility and Resilience through the support provided to pupils.

	To perform inclusive, pupil centred and consistent duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
Accountable to:	Assistant Head Teacher
Responsible for:	
Liaising with:	The Head Teacher and other members of the Senior Leadership Team, teaching and partnership staff, governors, LA staff, Mitie staff, parents, pupils and the community.
Salary:	pro rata
Disclosure level:	Enhanced
MAIN DUTIES	
Human Resource Management	Counselling and pupil support - Provide planned one-to-one counselling for pupils referred to the service. - Assess pupils' emotional and wellbeing needs and agree appropriate goals for counselling support. - Provide a safe, confidential and non-judgemental environment in which pupils can explore their feelings and experiences. - Support pupils to develop strategies for managing emotions, relationships, challenges and change. - Help pupils develop resilience, self-esteem, emotional regulation and positive coping strategies. - Review pupils' progress regularly and determine when counselling support should continue, change or conclude. - Signpost or refer pupils to specialist services where needs are beyond the scope of the school counselling provision. Safeguarding - Work in accordance with the school's Child Protection and Safeguarding Policy and relevant statutory guidance. - Recognise potential safeguarding concerns arising through counselling and report concerns promptly to the Designated Safeguarding Lead (DSL). - Maintain appropriate professional boundaries and ensure pupils understand the limits of confidentiality, particularly in relation to safeguarding. - Contribute appropriately to safeguarding and multi-agency processes when required. Working with staff, families and professionals - Work closely with the pastoral and safeguarding teams to ensure pupils receive coordinated support. - Liaise appropriately with parents/carers, school staff and external professionals while respecting confidentiality and the pupil's therapeutic relationship.

	• Attend relevant pastoral, safeguarding or multi-agency meetings where appropriate. • Provide professional advice and guidance to staff regarding pupils' emotional wellbeing, without disclosing confidential counselling information. • Support effective transitions into, between and out of counselling or other support services. Recording, monitoring and evaluation • Maintain accurate, secure and confidential records of referrals, counselling sessions and agreed actions. • Monitor referrals, engagement and outcomes to evaluate the effectiveness of the counselling provision. • Provide leaders with anonymised information about emerging themes and patterns to help inform whole-school wellbeing and pastoral provision. • Ensure records and information are managed in accordance with data protection requirements and school policies. Whole-school contribution • Contribute to the development of a positive whole-school approach to mental health, emotional wellbeing and resilience. • Where appropriate, contribute to staff training or awareness activities relating to pupil wellbeing. • Work collaboratively with colleagues to identify and reduce emotional barriers to attendance, behaviour, engagement and learning. • Promote an inclusive approach that recognises and responds appropriately to pupils' individual circumstances and needs. • Model and promote the school values of Respect, Responsibility and Resilience. • Undertake appropriate professional development, supervision and reflective practice to maintain high standards of counselling practice. Further responsibilities: 1. Attend in-service training, and continued professional development activities as directed. 2. Support on and off-site activities including special events. 3. Any other duties which reasonably fall within the purview of the post, which may be allocated by the Head Teacher after consultation with the post holder. Main Contacts 1. Students – 1:1 or group counselling 2. Teachers and support staff (daily) – to liaise over individual students. 3. Parents - telephone calls and possible face to face meetings 4. SLT – through line management
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	Role Requirements for Operational Effectiveness 1. Relevant counselling qualification 2. Knowledge and understanding of the problems and issues families/parents face 3. Experience of working with children and young people. 4. Excellent communication skills that enable positive resolutions of difficult situations. 5. Ability to listen effectively. 6. High level of self-motivation and ability to work on own initiative and keep key tracking documents. 7. Ability to work as part of a team and establish good working relationships.
Additional Duties:	● Support the Head Teacher and Senior Leadership Team ● To engage actively in the performance management review process. ● Actively develop and update own professional skills and knowledge
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. The school is committed to safeguarding our students. Employees are expected to have read the contents of the Safeguarding Policy and follow the procedures at all times. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.	