



QUAGGY DEVELOPMENT TRUST
*Improving the lives of
local children and families*

JOB DESCRIPTION:	School Counsellor
HOURS:	7 hours per week, term time only
PAY:	£20 per hour
LINE MANAGER:	Counselling Service Lead
Responsible to:	Counselling Service Lead

JOB PURPOSE

This role is to work one day a week, term time, within Invicta School. This role is commissioned by Quaggy Community Counselling Service (QCCS), which is part of Quaggy Development Trust (QDT). Quaggy Development Trust (QDT) is the named employer for this role. The School Counsellor will be working within the policies and procedures of Invicta School, as well as the policies and procedures of QCCS & QDT. The School Counsellor's main point of call for reporting at Invicta School will be the Child and Family Support Leader; the School Counsellor's ultimate line management will be with the Counselling Service Lead, based at QDT.

MAIN AREAS OF WORK

The School Counsellor will provide a counselling service to the pupils of Invicta School.

Specific Responsibilities

- To offer pupils individual counselling support, including assessment.
- To provide consultation to staff whose role it is to support pupils in distress.
- To liaise with the pastoral management team to identify appropriate referrals.
- To network with personnel from other agencies with a view to easing onward referrals and accessing specialist consultants.
- To complete and maintain appropriate confidential records and ensure confidentiality is maintained in all aspects of work.
- To attend regular supervision with a suitably qualified supervisor in accordance with BACP guidelines.
- Working within the school Child Protection, Safeguarding, health and Safety and other policies and standards of the school.

- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents.
- To report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting.
- To maintain regular contact with the Child and Family Support Leader (who is based within the School) and also with the Counselling Service Lead (based at Quaggy Development Trust, who is also the Line Manager).
- To abide by the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
- To devise and, where appropriate, deliver a programme of training to support and develop the counselling service.
- To review and evaluate the service to develop and extend the work done.
- To keep up to date with new legislation, theory and new developments in practice.
- To carry out all duties with due regard to the provisions of Health and Safety regulations and Quaggy Development Trust Equality, Diversion & Inclusion Policy and safeguarding procedures for the service; reporting any concern appropriately.
- To ensure that the duties are undertaken with due regard and compliance with the Data Protection Act and related legislation and regulations. (GDPR)
- To carry out any other work as appropriate to the level and general nature of the duties of the post and to attend and participate in staff meetings, training days and other meetings concerning the running of the services.
- To carry out occasional weekend and evening work in context of both this specific role and the wider needs of the service.

Personal Specification

Education

- Diploma or Masters level in Counselling or Psychotherapy
- BACP Accreditation or equivalent
- Further therapeutic training or qualification in working with children and young people – (desirable)

Knowledge and skills

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health services and CAMHS
- Knowledge of the Children's Act and legislation pertaining to children
- Good communication skills
- Ability to be flexible in your working practice
- To be able to develop positive working relationships with pupils and colleagues
- Ability to work as a member of a team
- Ability to take a systematic approach to work

Experience

- Minimum of 2 year's post qualification experience
- Minimum of 1 years' experience of working with children and young people
- Experience of working with adult clients
- Experience of working with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
- Experience of facilitating groups
- Experience of working as part of a multi-disciplinary team

Other

- Good written and verbal communication skills
- Ability to work independently, manage own caseload and use initiative
- Ability to work under pressure
- Flexibility to work with a developing organisation
- Ability to work with change
- An interest in ongoing professional development
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook
- Able to priorities between different demands
- Ability to work to deadlines
- A willingness to fit into the ethos of the school
- Warm and caring personality