

Job Description

Job Title: School Counsellor

Responsible to: The Headmistress and Head of Pastoral

Objectives of the post:

To provide a professional and confidential counselling service to students; working closely with the school pastoral team.

Main responsibilities:

1. Provide counselling to pupils after conducting appropriate assessments;
2. Where required, conduct risk assessments and prioritise caseload in liaison with the Head of Pastoral
3. Provide reports to the Head of Pastoral regarding pupil concerns where appropriate
4. Maintain accurate data monitoring records and case notes for all pupils within your caseload, and submit a termly report to the Head of Pastoral;
5. Where required, deliver engagement and training sessions to staff in mental health (prevention and awareness via classes, presentation on topics such as sleep, anger, stress management etc.);
6. Where necessary generate material in co-ordination with the wellbeing team;

Due to the sensitive nature of the counselling young people, counsellors should be fully aware of the risks of litigation and make sure they have appropriate professional indemnity insurance.

Carry out other associated duties as are reasonably assigned by the Headmistress or other appropriate senior member of staff

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.

I confirm receipt and acceptance of the above roles and responsibilities.

Signed Date