

ST MARGARET'S

SCHOOL

Part Time School Counsellor

2 days per week 08:00 – 16:30, term time only

Salary £10,500 - £12,000 per annum dependent on experience

Required as soon as possible

We are seeking a part-time School Counsellor to become an integral part of the pastoral team at St Margaret's School. The strong ethos of the school is reflected in its pastoral care and sense of community.

You will be responsible for promoting the emotional well-being of children and young people through the provision of individual face to face counselling. You will support the overall emotional well-being and resilience of pupils within the School.

You will ideally be a qualified counsellor with experience of counselling children and young people. You will have excellent communication skills, be empathetic and have the ability to work well as part of a team and independently.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Wednesday 16 October 2024

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

ST MARGARET'S

SCHOOL

JOB DESCRIPTION

Job Title: School Counsellor
Responsible to: Deputy Mental health Lead
Hours of work: 2 school days (8.00-4.30) Term time only (34 weeks)
Clinical Supervision supported internally

Job Purpose: As a school counsellor you will be an experienced child and adolescent Counsellor and will work within the school wellbeing team. You will be responsible for promoting the emotional well-being of children and young people through the provision of individual face-to-face counselling to pupils across the school community. You will support the overall emotional well-being and resilience of pupils within the school. This role sits as part of the welfare hub, that will be managed by the Director of Safeguarding.

Key responsibilities:

- To assess pupils and their mental health needs and to develop a well-being plan with pupils and relevant staff as appropriate.
- To provide one-to-one therapeutic work with pupils, covering a variety of emotional needs.
- To liaise with parents/carers by phone email and in person, where appropriate (whilst respecting appropriate confidentiality) to ensure pupils are well supported. For example, to discuss the well-being plan, to assist in the assessment, to support communication or provide advice and support.
- To liaise with school staff, where appropriate (whilst respecting appropriate confidentiality) regarding pupils' emotional well-being to ensure the pupils can be well supported whilst at school.
- To liaise with external agencies such as GPs, CAMHS and Psychiatrists, where appropriate (whilst respecting appropriate confidentiality) to ensure information is shared as necessary, to support further referrals and overall support for the pupil concerned.
- To provide or support therapeutic and/or psycho-education groups to groups of pupils.
- To maintain accurate and up to date records of counselling sessions.
- To be available to provide drop-in sessions for pupils if deemed necessary by the well-being team.
- To attend regular clinical supervision, and therefore to continually reflect on your practice.
- To attend regular CPD training, including mandatory training provided by St. Margaret's School.
- To assist in the development of and implementation of a plan of emotional well-being and support within St. Margaret's School (in conjunction with the Deputy mental health lead/Mental Health Lead and other members of the well-being/Safeguarding and pastoral teams).
- To raise all safeguarding concerns as quickly as possible via MyConcern and when necessary, with the Designated Safeguarding Lead (DSL) or Deputy DSL.
- To assist the Mental Health Lead to enable termly reports to be prepared for the governors on counselling and safeguarding.
- To carry out all duties in accordance with St. Margaret's School policies on Health and Safety, Child Protection and Data Protection, and within relevant legislation.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

ST MARGARET'S

SCHOOL

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Maths, English & IT level 2	X	
Accredited Diploma in Counselling and/or Psychotherapy	X	
Registered on an Accredited Register for Counselling (BACP, National Counselling and Psychotherapy Society)	X	
Holding 'Accreditation' status with BACP/NCPS		X
Degree in a relevant discipline		X
Experience		
Counselling experience with children and young people	X	
Mental Health Training	X	
Experience of working with children in a boarding setting or who live away from their home		X
At least 5 years' experience of counselling with children and young people		X
Use of MyConcern		X
Basic skills and competencies		
Effective assessing skills	X	
Relationship management skills	X	
Ability to work in a team and also use own initiative	X	
Ability to work flexibly	X	
Proven organisational and planning skills	X	
Excellent organisational and administration skills with proficiency in Microsoft Office	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	
Ability to understand and adhere to Child Protection and Safeguarding legislation.	X	
Personal Qualities		
Excellent communicator who is emotionally literate	X	
Personable and approachable for students	X	
Able to manage sensitive personal information with discretion	X	
Able to hold risk and deal with acute pastoral cases with compassion and confidence	X	
Able to be reflective, flexible and open minded when dealing with difficult cases	X	
Commitment to succeed	X	
Evidence of Continued Professional Development		X