



JOB DESCRIPTION: SCHOOL COUNSELLOR

Hours: 4 days per week, Term Time only
Salary: The salary will be competitive and commensurate with experience
Reporting to: Head Teacher via Deputy Head Teacher

THE SCHOOL

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner, we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others. We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

JOB PURPOSE AND RESPONSIBILITIES

Core Responsibilities: -

- Provide a high-quality counselling service to pupils experiencing a wide range of emotional problems, working within the Code of Ethics and Practice of UKCP/BACP.
- Provide support, advice and guidance to pupils, parents, guardians/carers and staff.
- Maintain appropriate records, ensuring these are secure.
- Provide a regular report for the Headteacher and Deputy Head, detailing the numbers of pupils using the service and an overview of the problems experienced.
- Liaise with the Deputy Head with regards to pastoral responsibilities.
- Establish contacts with agencies for referrals.
- Outline to staff and pupils the role of the counsellor and the boundaries of confidentiality.
- Provide support to those staff who support pupils.

- To complete termly and half termly reports regarding impact, outcomes and key themes for Deputy Head to present to Trustees.
- Conduct small group sessions where needed.
- Identify any further needs within the school, such as girls' support groups.

General Requirements and Responsibilities: -

- To promote and uphold the Catholic ethos of the school.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed.
- Work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success.
- Support and contribute to the school's responsibility for the welfare and safeguarding of students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process, attend meetings and staff training.
- Undertake other reasonable duties related to the job purpose required from time to time.

PERSON SPECIFICATION

The successful candidate will have:

- Counselling or psychotherapy qualification to Post-graduate Diploma or Masters level, with a minimum of 1 year's post qualification experience
- Achieved or working towards BACP or UKCP registration
- Specific qualifications in working with children and adolescents in a therapeutic capacity
- Good understanding of attachment and child development as well as specific developmental and other issues faced by adolescents
- A sound understanding of child protection and experience of working within the policies and procedures of an organisation
- Knowledge of the UKCP/BACP ethical framework and evidenced ability to apply this to practice
- Awareness of and openness to positive psychology theory and practice
- Knowledge and use of stress reduction techniques
- Knowledge and awareness of child mental health diagnoses.

The above job description is subject to reasonable review and may be changed, in line with the school's needs, following consultation with the post holder.