



MILL HILL COUNTY HIGH SCHOOL

Aiming Higher – Promoting Harmony – Achieving Excellence

Title of Post: School Counsellor

Salary: SCP 31-33

Commencement: Immediate start

Contract: 27.5 hours per week (5.5 hours per day – 9.30am – 3.30pm)

Weeks per Year: Term Time Only

Responsible for: Counselling

Reporting to: SENCO

Job Description:

Aim:

The role is primarily to provide counselling and emotional support both 1:1 and in groups to students at Mill Hill County High School.

Key Responsibilities:

- To provide an independent and confidential counselling service to pupils at Mill Hill County High school.
- To provide individual sessions to students responding to their personal, social, emotional or educational needs.
- To run groups supporting students with strategies e.g. anxiety, low mood.
- To be mindful of the needs of the whole school and flexible in delivering a therapeutic service.
- To work with a diverse range of issues including bereavement and loss, transition, self-harm, depression and anxiety, early developmental trauma, attachment disorders, abuse of any kind.
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at Mill Hill County High School.
- To develop and use a range of solution focused interventions to support the students, with focus on resilience.
- To set up a drop in clinic for students to self-refer and be available at lunch/break times if students want to talk.
- To attend and present information at meetings regarding students
- To work closely with the Pastoral Teams to ensure the wellbeing of students, acting in a consultancy capacity to offer guidance and support to members of staff in regards to students
- To ensure good communication with the DSL and DDSL in relation to students at risk where there are safeguarding concerns.
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached);
- To uphold good practice as described by the BACP ethical guidelines.
- To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).
- To make referrals, where appropriate and with the pupil's consent, to other agencies in liaison with Head of Year.
- To liaise, where appropriate and with the pupil's consent, with members of staff.
- To maintain appropriate records and to keep these secure.
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.
- To play an active role in Safeguarding children and adhere with guidance from Mill Hill County safeguarding team.



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- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.
- To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP, the name and address of the supervisor to be supplied on request to the Second Master.
- To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.
- To write an annual report on the use of the service and the impact of support provided.
- To attend meetings or discussion sessions with parents if asked and as appropriate within the agreed confidentiality guidelines above.

Education/Qualifications

- Level 5 Qualification/certificate in counselling e.g., at Master's Level
- Further therapeutic training, experience or qualification in working with children and young people.

Knowledge, Experience and Skills

Essential:

- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
- Child Protection knowledge and awareness.
- Minimum of 2 year's post qualification experience
- Minimum of 1 year experience of working with children and young people
- Good written and verbal communication and organisational skills
- Ability to work independently, manage own caseload and use initiative
- Ability to work under pressure
- The emotional resilience to encounter high risk cases
- Flexibility to work systemically within an established organisation
- Ability to work with change
- Positive communication and listening skills
- Self-awareness as a practitioner

Desirable:

- Experience of working in a school
- An interest or experience offering Arts and creative therapies including Play, Art and Drama
- Experience of working with families
- Experience of facilitating groups

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.