



JOB DESCRIPTION

POSITION: School Counsellor and Wellbeing Facilitator

PAYSCALE: LGPS Grade 4 (7-10) actual salary £19,511 (term time only)

PURPOSE OF JOB:

We are looking to appoint an enthusiastic and passionate new member of staff to join our Wellbeing department. The successful applicant will provide our students with Counselling and Wellbeing support across all phases including: Primary, Secondary and sixth form. They will also assist with our staff wellbeing programme.

MAIN ACTIVITIES:

- To manage a caseload of students per work providing counselling support for our secondary and sixth form students.
- To help set up and run a counselling service for our primary school.
- Help design and implement Wellbeing workshops for small groups of students on various Wellbeing related topics e.g. Exam stress and anxiety, self-esteem, managing anger etc.
- To create information packs and posters on Wellbeing and mental health to raise the awareness of Wellbeing with parents.
- Supporting other members of staff with any wellbeing concerns regarding students that they are concerned about.
- Supporting our learning support centre with any day to day Wellbeing needs of our students e.g. talking with students in distress etc.
- Being responsible to and working under the direction of the head of student support and Wellbeing.
- Help run various Wellbeing projects under the direction of the head of student support and wellbeing.
- Assist members of staff with their wellbeing needs.

EDUCATION AND QUALIFICATIONS:

- Must be a qualified counsellor or in their last year of training on a BACP accredited course.
- Must be a member of the BACP (including student membership).
- If a student member must have a minimum of 50 hours of clinical practice.



COMMUNICATION AND INTERPERSONAL SKILLS:

- Able to establish positive relationships with young people.
- Able to work effectively as part of a team.
- A passion for helping young people.
- Ability to work under pressure.
- Excellent communication skills.

The school will subsidise the cost of fortnightly supervision to support.

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the candidate.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.