



## Job Description

<b>Job Title</b>	:	<b>School Counsellor (Psychotherapist)</b>
<b>Responsible to</b>	:	<b>Deputy Head, Safeguarding &amp; Wellbeing</b>
<b>Department</b>	:	<b>Pastoral Care &amp; Wellbeing</b>
<b>Last reviewed</b>	:	<b>May 2022</b>

### Job Outline and Purpose:

Working with the School's Lead Counsellor and wider counselling team, the School Counsellor will help to provide proactive support and intervention for all pupils (and staff) at Haileybury. As well as providing one-to-one counselling sessions for students and staff, the school counsellor provides group-work for students and gives advice and support to parents and carers. In addition the work of the school counselling service plays an integral part in the promotion of Safeguarding and wellbeing of the school community, and thereby its ongoing success. The counselling service advises SLT and the school Governors on issues relating to mental health and wellbeing and provides statistical data so that trends and needs can be closely monitored.

The School Counsellors adhere to school policies especially in relation to child protection and safeguarding and work in accordance with the BACP code of ethics. All counsellors are supervised by the schools Lead School Counsellor and work alongside colleagues in the schools Wellbeing Centre and Health Centre. The schools Counsellors liaise regularly with staff across the school including the Deputy Head (safeguarding and wellbeing), the Health Centre Manager, nurses, and the school G.Ps in the collective pursuit in providing outstanding pastoral and mental health care to pupils and staff.

### Duties:

#### Counselling services

The counselling team at Haileybury deal with a diverse range of issues, including but not limited to: bereavement and loss, eating disorders and disordered eating, substance abuse, addiction, self-harm, suicidal ideation, depression, anger-management, LGBTQ+, abuse, anxiety and fears, family issues - divorce, separation, domestic violence and a wide range developmental issues affecting children and adolescents.

The post holder will be expected to:

- Offer individual counselling support to pupils, and staff, through appointment based one-to-one counselling sessions
- Run group sessions and workshops as required to support pupils
- Liaise with the Lead Counsellor, Health Centre Manager and GPs, as appropriate, when targeted support is deemed appropriate e.g. referrals to CAMHS, Eating Disorder Specialists etc.
- Liaise and meet with parents when the work requires
- Maintain appropriate records, complete statistical information and follow protocols around confidentiality, in line with BACP recommendations
- Disseminate information, liaise appropriately, efficiently and effectively so that pastoral leads can ensure the best care for the pupil, for example through CPOMS.

## **Professional Development**

The post holder will also:

- Ensure that they are abreast of all relevant national policies, including those pertaining to boarding schools, codes of practice and ethics and maintain relevant career professional development and accreditation requirements.
- Be involved in the wider Professional Development programme for staff at Haileybury and assist in the delivery of workshops and training on relevant issues such as youth mental health
- Contribute to advice on school policy and practice

Working with others

In addition, as part of the counselling team, the post holder will:

- Work closely with other colleagues in the school counselling service, attend team meeting and communicate on a regular basis with the Lead counsellor about caseload.
- Work closely with the Deputy Master, and Deputy Head (Safeguarding and Wellbeing) to develop the wellbeing agenda at Haileybury
- Liaise with the HM body, and Heads of Year, to identify emerging issues and consider the school's response
- Assist in providing a regular audit of information, reporting on trends, patterns of problems, numbers, age range and types of problems, to SLT
- Attend regular supervision

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### Qualifications

(Essential)

- Have a recognised counselling/ psychotherapy qualification.
- Be accredited or working towards accreditation by a recognised body such as The BACP, UKCP, ACP or BPC

(Desirable)

- Hold a recognised qualification in child and adolescent counselling/ psychotherapy
- Be psychodynamically trained
- Be fully accredited with a number of years of post-qualifying experience

### Experience

(Essential)

- Having successfully completed an accredited training have had experience of working as a Counsellor / psychotherapist

(Desirable)

- Have had experience of working as a counsellor / psychotherapist with children and adolescents
- Have had experience of working in a school counselling service/ boarding school environment or different educational settings

## **Skills**

- Be able to work independently and with initiative
- Be able to work flexibly and under pressure
- Have exceptional communication skills, listening skills and assessment skills
- Be able to work to a high professional standard in line with the BACP code of ethics ( or similar individual accrediting body code of ethic)
- Be able to use supervision to think carefully about the diverse needs of students and reflect on the best way to support them

## **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

## **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

## **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

## **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.