



JOB DESCRIPTION

Post Title: School Counsellor
Scale: 6
Report to: Inclusion Lead

Aim:

The role is primarily making a commitment to support the wellbeing of the local community by providing counselling to pupils and families.

Main Duties:

- To work with Senior Leaders and Pastoral Support Teams to identify those pupils and families within the school community that would benefit from support with emotional and behavioural issues that affect their wellbeing.
- To provide an independent and confidential counselling service to pupils on an individual or small group basis as appropriate.
- To support family units to understand how they relate to people, the world and to themselves therefore supporting them to have a positive outcome in life.
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health and wellbeing.
- To develop staff expertise by offering guidance and training so that support can continue.
- To maintain confidentiality within the scope of the role except where an individual is in need of protection.
- To make referrals or signpost pupils and families to other services as appropriate and assist with the process if necessary.
- To hold individual meetings with parents as appropriate.
- To liaise, where appropriate and with the pupil's consent, with members of staff.
- To maintain appropriate and accurate 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 the Enfield Safeguarding Board and School/Trust policies.
- 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 be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
- To contribute in promoting the safety and wellbeing of the pupils.
- To attend meetings or discussion sessions with parents as appropriate within the agreed confidentiality guidelines above.
- To support staff by providing counselling as appropriate.
- To lead workshops for families to offer opportunities for positive outcomes.

Additional duties:

- Attend relevant staff meetings and contribute to curriculum development, school policies and procedures.
- Ensure good communication.
- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
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- Ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.