

Job Description & Person Specification

Job Title:	Counsellor
Service / Provision:	Horizons College
Job Family:	Teaching & Learning
Line Manager:	Principal
Salary Grade:	G Grade 1 – 5
Annex:	Please ensure you refer to Annex 1 with this job description

Key accountabilities, duties and responsibilities

To provide a high-quality counselling and therapeutic service to children and young people (CYP) experiencing a wide range of emotional problems; and supervision service to staff, throughout the EP, part of Brunel Education

Support for Learners

- To be responsible for the provision of counselling support, guidance and advice to all CYP
- To observe confidentiality and to support the EPs endeavour to provide excellent teaching and learning for all CYP
- Contribute to the safeguarding and promotion of the welfare and personal care of all CYP
- To complete additional interventions where required
- To arrange and provide 1 to 1 CYP sessions
- To contribute to CYP EHCP reports
- To plan and deliver group work in consultation with the HoEP/ Senior Leadership Team (SLT)
- When required, make recommendations and consult with the HoEP/SLT for referral onto external services
- Support strategic development of the interventions programme
- Maintain accurate and confidential records for all CYP and staff
- Work alongside the SLT to develop and coordinate other interventions within the EP
- To liaise with the Designated Safeguarding Lead (DSL) on a frequent basis
- To have a thorough knowledge of the Mental Health provision locally and nationally
- To continually review and evaluate the service
- To keep up to date with safeguarding policy and developments locally and nationally

Support for Employees

- To implement and be responsible for the provision of supervision, support, guidance and advice for staff
- To participate in regular meetings with the Line Manager/HoEP to discuss and report any concerns or issues arising from the supervisions that have taken place within your own work
- To arrange and deliver relevant training for staff as and when needs are identified to support staff development
- Take responsibility for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided

- To undertake other relevant duties allocated at the discretion of the class teachers or members of the EP SLT

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Holds a recognised qualification in counselling or therapy • Holds a recognised membership of a relevant professional body (BACP/ PTUK/ UKCP/NCS/BPS) • Qualification in supervision (or be willing to work towards) • An active approach to self-development, showing a commitment to continuous professional development (CPD) and learning • The ability to learn from others, to share skills and best practice with others on all levels, and to assimilate knowledge quickly • Experience working with CYP with a range of challenging behaviours • An understanding of the developmental, emotional, social and educational issues of CYP • Experience of managing a substantial caseload • Experience of data reporting • Experience of Safeguarding issues and reporting 	<ul style="list-style-type: none"> • Further therapeutic training or qualification in working with CYP • SEND and related training • An understanding of trauma informed working
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge & understanding of SEND issues • An understanding of a range of therapeutic models 	<ul style="list-style-type: none"> • Knowledge and understanding of using a therapeutic approach to engage a range of CYP • Knowledge of local mental health and CAMHS Service • Knowledge of the Children's Act and legislation pertaining to CYP
Skills & Abilities	<ul style="list-style-type: none"> • An ability to work closely and effectively with carers, parents and families 	<ul style="list-style-type: none"> • Good ICT Skills