



## **JOB DESCRIPTION**

**Job Title:** Student Counsellor  
**Scale and Salary:** 21 – 25 (£26,511 - £29,577 per annum FTE)  
**Actual Salary:** £16,909 - £18,864 per annum  
**Hours:** 28 Hours per week. Term time only plus 3 days  
**Responsible to:** Deputy Headteacher

### **Main Purpose:**

To provide a confidential counselling and welfare support service to students to secure good emotional health and wellbeing. To lead personalised coaching and group work intervention to support the social, emotional and mental health development of all young people at the academy. To liaise with school staff as required, providing specialist advice and guidance.

### **Roles and Responsibilities:**

- To engage with our young people and their families by building effective relationships and responding to individual's needs.
- To implement health and wellbeing strategies and champion positive mental health awareness for students.
- To provide impartial guidance and support to students on a wide range of issues that are, or may become barriers to learning, to ensure their participation and progress.
- As a designated safeguarding officer (child protection training will be provided if required), promote awareness of matters relating to safeguarding and child protection, including monitoring at risk students, responding to concerns, reporting and recording and liaison with external agencies and referrals to the Local Authority, as appropriate.
- To effectively manage a caseload of students providing targeted and planned support.
- To liaise and work in partnership with external agencies such as the Child and Adolescent Mental Health Services (CAMHS), the National Health Service, MindMate, Forward Leeds, Signpost, Rethink, Multi-systemic Team and Children's Social Work Services.

- To work in partnership with the Attendance and Welfare Officer to maintain regular contact with the parents/carers and families of students to develop positive relationships and to share information with regards to student attendance and the impact of the counselling service.
- To maintain accurate and efficient record keeping to track and monitor student attendance and progress, in accordance with the academy policies and procedures.
- To review and evaluate student outcomes and the impact and effectiveness of coaching and counselling practice to inform future planning for a health and wellbeing strategy.
- To contribute to the analysis of data and quality assurance of the health and wellbeing strategy/programme to measure the effectiveness and the impact of the service.
- To contribute to the wider PHSE curriculum regarding mental health. This will involve contributing to the tutor time and assemblies programme of events.
- To provide comprehensive reports to senior leaders outlining casework and strategies applied.
- To have a thorough knowledge of the Mental Health provision locally and nationally.

#### **Other specific duties/requirements**

- To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required.
- To undertake other duties commensurate with role as directed by the Principal.
- To participate in professional and personal development programmes as required, including training and performance management review.
- To contribute to the overall ethos/work/aims of the Rodillian Multi Academy Trust
- To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
- To be aware of, and comply with all policies and procedures relating to child protection and safeguarding.
- To support the Academy's Equality and Diversity Policy.
- To appreciate and support the work of other professionals.

### Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of school hours and off school premises, as required by the Academy. No smoking policy.



## PERSON SPECIFICATION

**Job title: Student Counsellor**

**Scale: 21 - 25**

**The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>QUALIFICATIONS</b></p> <p>GCSE Grade C in English and Mathematics (or equivalent) / level 3 qualifications</p> <p>Qualifications and/or training related to mental health, physical health and wellbeing</p> <p>BACP Registered</p>	<p>Application form, certificates and selection process</p> <p>Application form, certificates and selection process</p> <p>Application form, certificates and selection process</p>	<p>Higher Education Degree or Level 4 qualification in related subject</p> <p>First Aid training</p> <p>3 -day designated child protection training – designated safeguarding officer.</p>	<p>Application form, certificates and selection process</p> <p>Application form, certificates and selection process</p> <p>Application form, certificates and selection process</p>
<p><b>KNOWLEDGE AND SKILLS</b></p> <p><b>An understanding of the particular factors and issues faced by young</b></p>	<p>Application form and selection process</p>	<p><b>Knowledge of Special Educational Needs and Disability</b></p> <p><b>Understanding children and young people with</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p>

<p>people in relation to the maintenance of good mental health and emotional well-being</p> <p><b>A sound working knowledge of policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection.</b></p> <p><b>Ability to relate well to children and adults</b></p> <p><b>Work constructively as part of a team</b></p> <p><b>Effective use of ICT to support learning</b></p> <p><b>Good organisational skills with the ability to work calmly under pressure.</b></p> <p><b>Ability to motivate and organise students</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p><b>Social Emotional and Mental Health needs.</b></p>	
<p><b>EXPERIENCE</b></p> <p><b>Experience of working with children and young people in an educational environment.</b></p> <p><b>Experience of coaching, mentoring or counselling children or young people.</b></p> <p><b>Experience of liaising and with a wide range of agencies.</b></p> <p><b>Knowledge of ICT applications e.g. Microsoft Office, Excel and SIMS.</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p><b>Experience of leading therapeutic group work/small group work with children/young people</b></p> <p><b>Experience of working with children and young people with SEND and those with Social Emotional and Mental Health needs.</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p>

<p><b>PERSONAL QUALITIES</b></p> <p><b>Full Understanding of relevant polices/codes of practice and awareness of relevant legislation</b></p> <p><b>Self –motivated, independent thinker and innovative</b></p> <p><b>Excellent communicator</b></p> <p><b>A commitment to safeguarding children.</b></p> <p><b>Commitment to promoting opportunities for all students</b></p> <p><b>Drive and determination</b></p> <p><b>Flexibility, patience, warmth and generosity of spirit</b></p> <p><b>Ability to overcome challenge and a resilient attitude</b></p> <p><b>Energy, enthusiasm, sense of humour</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p> <p>Enhanced DBS check</p> <p>No smoking policy</p>			