



## The Legacy Learning Trust

**Post Title:** School Counsellor

**Responsible to:** School Headteacher  
Designated Safeguarding Lead  
SENDCo

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

To provide one to one professional counselling for students and staff.

#### **Key responsibilities and accountabilities:**

Responsibilities include:

- Offer and provide one to one counselling for students, using clinical judgement to work in their best interests.
- To work with a wide and varied range of issues, including but not limited to bereavement, self-harm, depression, early developmental trauma, ACES.
- To have working knowledge and understanding of safeguarding, including prevent and the policies and practices that underpin this.
- To develop and apply a range of solution focussed interventions supporting students and promoting and focusing on resilience.
- Liaise closely with the Assistant Headteacher (ARC Services), responsible for safeguarding, and school safeguarding teams to uphold and maintain the highest standards of welfare for students.
- Ensure all stakeholder communications and contact in relation to students is discussed with the Assistant Headteacher to ensure a holistic approach.
- Liaise with parents/carers where appropriate and in line with school procedure.
- To create and promote a caring and supportive environment where concerns are explored.
- Keep and accurately maintain records in line with GDPR and Data Protection policy, storing information securely via the school's policy.
- To have an awareness of and help promote the school's PRIDE programme (PSHE & RSE).
- To uphold medical confidentiality in line with legislation.
- To ensure that all concerns or information about students is logged securely via CPOMS
- Provide the school, its students, staff and parents carers informed and updated on services all counselling offered.
- To participate in ongoing CPD and maintain and improve professional knowledge, keeping up to date with BACP guidelines.
- To help develop and maintain the quality marks for safeguarding mental health and wellbeing.
- Attend compulsory staff training and briefings
- Keep an up to date knowledge of current issues around young people and mental health.
- Work towards and support the Trust's vision and ethos in your day to day practice
- Work within the school's health and safety policy to ensure a safe working environment for all stakeholders.
- Use creative ways of working where necessary and appropriate to engage young people
- To uphold good practice in line with BACP guidelines.
- To make referrals, where appropriate, to other agencies

- To be responsible for advice and support to staff where appropriate, and maintaining good relationships in school.
- To work with the Assistant Headteacher to manage the waiting list and liaising with young people and staff to keep them updated.
- To provide regular audit information to the school such as numbers, age range and types of problems
- To continually review and evaluate the service.
- To develop a range of resources to support students and their families in promoting positive mental health.
- Deliver staff training to key pastoral teams on a variety of topics, including but not limited to bereavement and personal resilience.
- Attend AGS events, such as Open Evenings and AGS Family Evenings, to provide advice on resilience and positive mental health.
- To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.

**GENERAL ADMINISTRATION:**

- Create maintain and keep accurate records, ensuring secure storage
- Create reports for senior leaders
- Support in the development and maintenance of all related policies.
- Provide relevant information to the central team to support school prospectus updates.
- To create and provide resources where appropriate.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Other duties commensurate with the grade of the post as required by the Headteacher or SLT.**