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VACANCY INFORMATION PACK  
SCHOOL COUNSELLOR



# JOB DESCRIPTION

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## JOB TITLE

School Counsellor

## LINE MANAGER

Deputy Head (Pastoral)/Designated Safeguarding Lead

## JOB PURPOSE

To work as a member of the School Counselling Team and support the emotional needs of vulnerable pupils on a one-to-one basis and in group therapy sessions. To work closely with colleagues, and external partners to promote the emotional well-being for all pupils in the School community.

## MAIN DUTIES AND RESPONSIBILITIES

- a. To support the emotional needs of vulnerable pupils on a one-to-one basis.
- b. To offer individual counselling for pupils with emotional needs.
- c. To identify when group therapy sessions may be beneficial and to facilitate these.
- d. To provide drop-in opportunities (as appropriate) for pupils in need of emotional support.
- e. To complete and maintain appropriate confidential records and ensure confidentiality is maintained where appropriate.
- f. To ensure that the BACP 'Ethical Framework for Good Practice in School' guidelines are adhered to.
- g. To liaise with parents/carers and outside agencies as appropriate.
- h. To produce regular reports on trends of need within the pupil body and any specific pupil needs as appropriate for the Headmistress.
- i. To liaise closely with the Safeguarding Team and in particular the Designated Safeguarding Lead (DSL) on any issues of concern.
- j. To report any issues of concern immediately to the Headmistress or DSL where the pupils safety or welfare is at risk.
- k. To work proactively with the School Health Centre and the School Doctor to ensure the best all-round care for pupils.
- l. To maintain in good order the room, resources and equipment required to carry out the role.
- m. To promote emotional well-being for all pupils.
- n. To work proactively with House-staff and to provide advice and guidance to staff whose role it is to support pupils with emotional difficulties.
- o. To attend meetings and INSET and termly meetings with the Pastoral Team as appropriate.
- p. To maintain up-to-date records of specialist support agencies outside school.
- q. To provide occasional counselling support to members of staff on a one to one basis.

- r. To maintain a close working relationship with the Senior School Counsellor/Psychotherapist and to keep her informed and updated as required.

## **SAFEGUARDING AND CHILD PROTECTION**

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

## **HEALTH AND SAFETY**

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (MERLIN).

## **EQUALITY DIVERSITY AND INCLUSION**

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity and inclusion.

## **PROMOTING BRITISH VALUES**

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

## **DATA PROTECTION**

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

## **CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

**Please Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff can be found in the Staff Handbook and the School Management Information System**

# PERSON SPECIFICATION



It is anticipated that in order to be successful in this role, you will be able to demonstrate the following:

## ESSENTIAL/ DESIRABLE

- BACP / UKCP or BPS full accreditation
- Professional qualification in counselling or psychotherapy (minimum diploma standard)
- Supportive of and commitment to the School's Safeguarding and Child Protection Policy
- Maintain up-to-date child protection / safeguarding training
- Experience of having worked with mental health in adolescents (ideally girls/ young women)
- Experience of counselling in a school setting would be an advantage
- Experience of group therapy
- Experience of CBT would be an advantage
- A commitment to continued professional development
- The ability to maintain strict confidentiality and appropriate boundaries in all matters related to the role
- Excellent oral, written and interpersonal skills
- Flexible style, including effective communication and an ability to lead, multitask and work as part of a team, as required
- Excellent communication skills to engage challenging young people and their families, building trust and confidence
- Ability to create, maintain and enhance effective relationships with all stakeholders
- Ability to work effectively within a team, but also able to work independently and with initiative
- Ability to work collaboratively with the Headmistress, DSL and other members of the school staff
- Show resilience in a fast-paced school environment
- Good IT skills
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times

# TERMS AND CONDITIONS

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The School Counsellor will be directly employed by Downe House School and as an employee, will be eligible for a range of benefits including an attractive salary, pension, sick pay, and annual leave entitlement.

Working hours are negotiable, and full or part time will be considered. Please indicate your preferred working pattern on your application form and this will be discussed with you at interview.

The position will be mainly during term time, although some occasional support or advice may also be required during the school holidays so a flexible approach is required.

**We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712 or email [recruitment@downehouse.net](mailto:recruitment@downehouse.net) .**