



GREAT BARR

Job Description

Title:	Student Counsellor
Project Team:	Non-teaching staff
Reports to:	Vice Principal
Grade:	Scale 4/5 scale points 7-17
Responsible for:	Student Welfare
Hours of Work:	37 hours per week term time plus 10 days

Key Duties and Responsibilities:

- Provide a confidential counselling service to students through one to one sessions which respond to their personal, social, emotional and educational needs.
- Develop a workshop programme of counselling support that can be offered to groups of students or sibling groups around their personal, social, emotional and educational needs.
- Provide advice to parents around the wellbeing over their children where appropriate.
- Work with a diverse range of issues including transition, sexuality, eating disorders, self-harm, depression, anger management, anxiety and suicidal thoughts.
- Maintain confidentiality (except in those circumstances in line with BACP where this should be breached).
- Abide by the ethical guidelines outlined by the BACP.
- Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
- Liaise regularly with medical professionals, Family Welfare Champion, Nursing service, and other professionals involved in the welfare of students.
- Make referrals when appropriate and with student consent to external agencies for further support.
- Maintain appropriate records and keep them secure.
- Play an active role in safeguarding children and attend all relevant safeguarding training and adhere to the Academy's safeguarding guidelines and procedures.
- Engage in internal case management.
- Promote positive welfare across the Academy.
- Engage students in supporting others with welfare issues and promote inclusion and acceptance.
- Support the work of the Pastoral, Welfare and Inclusion Teams including evaluation of the impact of interventions provided.
- Ensure that students are aware of what constitutes good emotional health and well-being and where to go to for positive welfare.
- Support a referral and assessment process in allowing students to access support for their welfare and/or emotional health and well-being.
- Provide relevant welfare, emotional health and well-being displays around the Academy.
- Support the delivery of training regarding emotional health, mental health and well-being as required.
- Support the Family Welfare Champion with the booking in of external agencies that support students.
- Provide the governing body with termly detailed information and analysis of support that has been offered and the participation level.
- On occasion, be available for staff counselling.

Component 1 – Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Senior Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

Component 2 – Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the Academy's Pursuit of Excellence.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academies Trust operates as designated no smoking sites.

The Trust is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced Disclosure & Barring Service Check (DBS), satisfactory employment references, identification and qualification checks, which will be required prior to commencing duties to establish the suitability of the candidate.

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the Academy as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chief Executive/Head of School in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to amend and make changes to the job description which are agreeable by both parties.

Signed Employee:

Date:

Signed Chief Executive/Head of School:

Date: