

# Cambourne Village College: School Counsellor

## JOB DESCRIPTION

Created July 2019

**Salary** £20 per hour

The post holder will be based at Cambourne Village College.

## Line of Responsibility

The Counsellor is directly responsible to the Assistant Principal, Inclusion.

## MAIN DUTIES

To provide emotional and therapeutic support to children and their families in school settings.

## Responsibilities

- To work with pupils with a diverse range of needs including bereavement and loss, transition, eating disorders and self harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears
- To offer therapeutic play and brief intervention skills using a range of integrative therapies including solution-focussed and cognitive intervention
- To maintain a professional code of ethics, focusing on early intervention by identifying risk factors, and using appropriate referral pathways available locally
- To provide training to volunteers and school staff and provide all relevant resources to users
- To manage the placement and support the work of trainees
- To liaise with staff at other CAT organisations, to effect swift and easy referrals as appropriate
- In liaison with the Head of Year, to ensure that all members of staff are kept up to date with issues relating to their pupils, as appropriate
- To liaise, as necessary, with other agencies and individuals to help effect change based on the issues
- To work in consultation with the DPCP adhering to the College Safeguarding policies
- To attend meetings in school and with other agencies, as required, and provide information for monitoring purposes
- To produce accurate records that include full pre-consultation, monitoring of client and evaluations.
- To ensure that parents are kept informed when appropriate, and agree for the support to be in place.
- To take responsibility for providing his or her own regular 'supervision'

## Performance Management

The post holder will negotiate and engage fully, with targets set annually with the Assistant Principal Inclusion, who will monitor and review her/his performance in accordance with the College's Performance Management policy.

## Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.