

Job Description

Job title	School Counsellor
Salary & Hours	1 year contract. 26 hours per week, to be worked on 4 days per week term time only, holiday to be taken in school holidays. Some work hours required out of school hours to support staff and meet service requirements. Salary: £14,795 (plus £1,879 holiday pay) £27,741 FTE
Responsible to	Wellspring's Therapeutic Lead
Location	St Aidan's High School Harrogate

Purpose of the role

Work in a local Harrogate school to provide:

- Individual counselling sessions for young people aged 11-18.
- Student support through drop-in style sessions.
- Staff support through drop-in style sessions.
- Work with the staff team to facilitate a whole school approach to good mental health and wellbeing.

Represent Wellspring in the school and work in agreement with the charity's beliefs and values and within the school's policies and procedures.

Key Tasks

Individual Counselling

- Offer timetabled counselling sessions to students, practising ethically and professionally, within the guidelines of the British Association of Counsellors and Psychotherapists (BACP).
- Organise and administer the counselling service in conjunction with the school pastoral staff.
- Communicate and liaise with staff, in the best interests of the students, whilst in the limits of confidentiality.
- Work closely with the school's designated safeguarding person(s) and within the safeguarding policies and procedures.
- Maintain accurate counselling session records and write reports at the end of each term.
- Maintain and develop professional practice through regular and ongoing personal development and external clinical supervision.

Drop-in/ Support Sessions

- Provide drop-in style sessions for students, managing time, caseload and onward referral where appropriate.
- In discussion with school, run shared support groups for students.
- Provide drop-in style sessions for staff, managing time, confidentiality, caseload and onward referral where appropriate.

Administration

- Keep suitable case records and provide appropriate data about the counselling service at the end of each term.

Maintaining Contract with School

- Act as a resource to school staff by offering an insight into counselling and promoting the wellbeing of staff and students.
- Ensure current contracts with schools are maintained through good relationships with staff and students.
- Work within the school's policies and procedures.
- Meet with the Wellspring line-manager and school pastoral head as required.