

SCHOOL COUNSELLING SERVICE – COUNSELLOR

Job Description & Main Responsibilities

- Deliver face to face counselling, therapy and psycho-education to children, young people within a school setting using a range of appropriate interventions.
- To maintain clear and adequate client records as part of GCS case management system and in accordance with GCS policies and procedures.
- Communicate effectively with students and key pastoral team and other staff members.
- Raising safeguarding or clinical risk issues, firstly with the school, your GCS Supervisor and CSMs in a timely manner where appropriate.
- To ensure safeguarding procedures are followed in line with school policy and procedure and national and local safeguarding arrangements.
- To ensure confidentiality and understand the limits thereof.
- Attend and contribute to supervision sessions fortnightly (20 per annum), reviewing case work as part of the supervision process and team meetings (x3 per annum). Ad-hoc meetings may be requested outside of these.
- Attend and contribute to Whole Staff Meeting's – two scheduled annually.
- Attend any required induction or training sessions.
- Use GCS SharePoint to maintain accurate and up to date records.
- To manage case load and communicate in a timely manner.
- To complete paperwork relating to counselling in line with BACP Ethical Framework and Data Protection standards. To understand and comply with all GCS digital policies to ensure compliance to GDPR.
- To complete externally requested reports relating to client if required by the CSM.
- Assist in monitoring and evaluating the clinical outcomes and client experience of counselling standards via feedback, questionnaires and post counselling reporting.
- Ad-hoc, brief meetings relating to any aspect of the role within your role responsibilities.
- To practice within the relevant BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and to ensure that concerns are flagged with the CSM where these standards appear to be in question, promoting our culture of good practice and professionalism.
- Attend training and development sessions when required, including compulsory training.
- Support the values and strategic aims of the GCS Counselling Services.
- To undertake any other responsibilities or tasks as reasonably required by GCS.

Reporting To: In the first instance to the school.
Clinical Service Manager (CSM)

Purpose: To provide school counselling within a school. Counselling is undertaken on one-to-one, individual and face to face basis, utilising a broadly psychodynamic and psychoeducational framework with a solid understanding required of attachment, developmental and trauma-informed theories. Counselling is typically carried out within a 6 session model, with sessions lasting 40 minutes.

Remuneration

FTE £24-28,00 with additional holiday pay

Person Specification

EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of the BACP Ethical framework for counselling and psychotherapy in relation to young people. (A & Ass) as well as the BACP basic competences for counselling with young people. • Experience of working with young people including individuals who have experienced trauma sexual and/or domestic violence. (A & Ass, Int) • Capacity to work expressively and creatively. (A & Int) • Ability to create a safe, warm and non-judgemental environment for young people to express their emotions. (A & Int) • Evidence of applying knowledge of Safeguarding in practice (A & Ass) • An up-to-date awareness of the changing legal and regulatory requirements within counselling and psychotherapy (A & Int) • Understanding and adherence to the law regarding Safeguarding and Client Confidentiality. (A) • Understanding of different counselling and therapeutic approaches and their applicability. (A & Int) • An understanding of developmental, attachment and trauma informed models and appropriate interventions. (A & Int) • An understanding of the range of issues young people experience with a desire to help them reach their potential. (A & Int)
SKILLS, ATTITUDES AND ABILITIES	<ul style="list-style-type: none"> • Ability to establish and maintain professional boundaries with young people staff and parents. (A & Int) • Strong communication skills both written and verbal. (A) • Good IT skills, including completion of electronic forms and recording of data, Microsoft office 365 and Teams. (A & Int) • Empathy, genuineness, warmth and a non-judgemental attitude. (Ass, Int) • Willingness to embrace the virtual counselling environment. (Ass, Int) • Demonstrate the ability to assess clients appropriately within the framework provided by GCS. (A, Int) • Self-management skills including organisational skills and time-keeping. (A, Int) • A flexible and adaptable attitude to the work in schools. (Int)
QUALIFICATIONS	<ul style="list-style-type: none"> • Professional counselling qualification and a solid understanding of psychodynamic and psychoeducational frameworks. (A) • To be a practicing counsellor or psychotherapist with membership of a relevant professional body (BACP, UKCP, BPC or equivalent). (A) • 2 years' post qualifying experience of counselling and/or specific qualification or experience of working with young people. (A) • To hold a clear, enhanced DBS. (A)