



## **School Counsellor**

### **JOB DESCRIPTION**

<b>Job Title:</b>	School Counsellor
<b>Dept:</b>	Medical Department
<b>Responsible To:</b>	Lead Nurse Joint Principal (NS)
<b>Hours:</b>	Term time only (36 weeks) 18 hours over 3 days per week

---

### **Background**

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals, and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs.

Chetham's aims to sustain excellent standards of individualised care. The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

We promote moral and spiritual values through the quality of relationships between students and between students and staff. We help our students develop positive personal qualities, attitudes and values; our commitment to the care of others, as we nurture our students' musical and academic talents, remains paramount to the ethos of the school.

### **School Counsellor – The Role**

The School Counsellor will be part of a multidisciplinary pastoral team that supports the physical, mental health and emotional wellbeing of our students and wider school community.

### **School Counsellor – The Person**



The School Counsellor will have wide range of experience of caring for the mental health needs of children and young people. The person will be calm, considerate, approachable, kind, trustworthy, thoughtful and be able to put students, staff and parents at ease.

### **School Counsellor – The Duties**

1. To provide a high-quality counselling service to support students and staff, experiencing a wide range of personal, social, emotional or educational problems.
2. To provide support, guidance and advice to parents, carers and the school.
3. To observe confidentiality and to support the school's endeavour to provide excellent pastoral care, teaching, music and learning for all students.
4. To contribute to safeguarding and the promotion of the wellbeing of children and young people by following Schools policies and procedures.
5. To provide one to one counselling sessions with students and on occasion staff.
6. To conduct workshops with students promoting positive mental health awareness.
7. To promote a healthy attitude toward mental health needs throughout the whole school community via health awareness sessions or assemblies.
8. To help create safety plans and conduct risk assessments in conjunction with the pastoral team.
9. Maintain accurate records. Provide statistical data when required.
10. Review and adapt the mental health service provision according to the needs of the service users.

This is not an exhaustive list of duties and the School Counsellor will be expected to be flexible to meet the mental health needs of the School community.

---

### **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.



I confirm that I have read and understood this job description and that I agree to its contents.

Print Name: .....

Signature: .....

Date: .....

## Personal Specification

### School Counsellor – Medical Centre

Essential	Desirable
Holds a recognised qualification in Counselling or Therapy	Is an RMN, or has Post-graduate Diploma or Masters in Counselling or Psychotherapy
Holds a recognised membership of a relevant professional body such as BACP or NCS	Has post qualification experience in a clinical role setting and experience of delivering mental health services for children and young people
Has a clear understanding of child protection policy and procedures and shows a commitment to the safeguarding of children and young people	Has further therapeutic training or qualifications for working with children and young people such as CBT, play or art therapy etc
Demonstrates knowledge of the school environment and the pressures faced by school age children and young people	Previous experience of working in a specialist school environment
Shows an understanding of the development, emotional, social and educational issues of children and young people	Has knowledge of writing "Keeping me safe" plans and undertaking risk assessments and risk management
An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds	Excellent presentation skills
A knowledge of local mental health and CAMHS services	A knowledge of how to access current digital and online mental health support providers
Ability to provide a confidential service but knows when/how to share concerns appropriately	A knowledge or experience of using CPOMS
Ability to hold group sessions with an emphasis on positive mental health awareness	



Willingness to undertake work with parents, carers and school staff	
Ability to manage and account for overall clinical caseload	
Takes an active approach to self-development and shows commitment to continuous personal professional learning	
A positive and bright disposition	
Has excellent written communication and listening skills	
Ability to work independently	
Has patience, tolerance and sensitivity	
A mature and non-judgemental outlook	
Enthusiasm and passion for role	