Job Profile School Counsellor – Secondary

Reporting to Therapeutic Services Manager OR School Counselling Project Manager

Service Area Therapeutic Services

Location Longhill High School, Brighton

# Job Purpose

The postholder will be expected to establish and manage an easily accessible, ethical counselling service within the school setting and provide a high standard of clinical counselling provision to children and young people.

The postholder will be required to provide regular clinical supervision in the school setting to volunteer counsellors on placement.

# Organisational Purpose

#### Our values are to welcome all, to support, and to inspire

# Project Overview

YMCA Dialogue is a BACP Accredited service, providing counselling services in schools since 1994. Dialogue has built an excellent reputation with schools, professionals and commissioners and the service has developed and expanded over the years, now operating across Brighton & Hove, East and West Sussex, and Surrey.

*YMCA DLG requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to respond proactively to safeguarding concerns.*

*Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS)*

# Responsibilities

* To Comply with all YMCA DLG policies and procedures (in particular: Safeguarding Children and Adults, and Diversity & Inclusion), and always abide by the Code of Conduct.
* To work at all times within the BACP Ethical Framework for the Counselling Professions.
* To maintain individual membership of the BACP and to become a Registered Member (or other professional body such as HCPC).
* To complete YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity
* To attend Dialogue continuing professional development and training events and be committed to team events
* To carry out initial clinical and risk assessments and establish appropriate referral pathways with other services where appropriate. To continually assess risk throughout each student’s counselling.
* To follow YMCA Dialogue safeguarding procedures; to know who the School’s Designated Safeguarding Officer/s is and how to contact them when a safeguarding concern arises; to discuss safeguarding concerns with the line manager or YMCA Safeguarding Lead and to take safeguarding concerns to clinical supervision.
* To run a suitable appointment system flexible to the needs of the school, offering students appropriate assessments and counselling appointments; and to manage the tight time boundaries of the role and the often complex and varied workload. To liaise with school staff over referrals, waiting lists and appointments.
* If there is another Dialogue Counsellor working in the school, to liaise with them over referrals, waiting lists and appointments.
* To connect with external mental health pathways to support children and young people e.g. wellbeing services, Primary Mental Health Workers, CAMHS, GPs.
* To attend regular line management meetings with the line manager. To bring any areas of concern to the line manager. To consult with the line manager if the school asks for services in addition to the individual face-to-face counselling or any possible funding concerns.
* To attend regular clinical supervision with the assigned Dialogue clinical supervisor. To not take Dialogue client work to any other clinical supervisor.
* To provide regular clinical supervision in the school setting to volunteer counsellors on placement. To take supervision of supervision to the assigned Dialogue clinical supervisor.
* To keep suitable case records according to Dialogue policy and using the designated Dialogue systems, comply with legal and other requirements, ensuring that all project case records and files are maintained and securely held
* To carry out administrative tasks associated with the counselling service; including monitoring and evaluation tools.
* Carry out any other appropriate duties as directed by the manager to support and promote the work of YMCA DLG in accordance with the post holder’s capabilities.
* To take part in and encourage service user participation in accordance with YMCA DLG policy

# Person Specification

## Experience

* Proven experience in safeguarding children and young people; responding to, managing and referring safeguarding issues
* Individual counselling with children and or young people to include working with risk
* Working creatively in sessions, as well as ‘talking therapies’ e.g. play, art, sand tray
* Working in a school
* Working in a multi-agency setting
* Working independently as well as in a team
* Working with time limited counselling
* Experience of providing supervision
* Experience of being in counselling yourself

## Skills & Abilities

* Excellent interpersonal attitude and excellent verbal communication and written skills
* Good IT skills e.g. using email, the Internet, mobile devices, word processing, attaching documents to emails etc

## Education and Training

* Counselling or Psychotherapy qualification, minimum Level 4 and ideally Level 6
* BACP Membership; BACP Registered or Accredited. Or other professional body e.g HCPC
* Evidence of continuing professional development
* A clinical supervision training is desirable

## Knowledge

* A demonstrable understanding of Safeguarding Children
* A sound understanding of child development theory
* A sound understanding of Attachment theory
* An understanding of equal opportunities as it applies to the context of this post
* Knowledge of local statutory and voluntary agencies

## General

* A commitment to the aims and values of the YMCA DownsLink Group

## Nature and Scope of the post

To work with initiative to develop and represent the service within the school. To promote the service to school staff; this may involve attending staff meetings and/ or school assemblies to talk about the counselling role.

To provide ethical, professional counselling/therapy to children and young people in the school setting. To be able to provide creative therapies to meet individual children’s and young people’s needs e.g. art, play, activities, sand tray, puppets.

To establish good professional working relationships with key school staff. This will include discussion of referrals, managing a session timetable within the school day and agreeing a process for students coming to and from sessions.

To liaise and communicate with other professionals working in the school (e.g. Primary Mental Health Worker) on a regular basis, to build and develop relationships and to ensure good co-ordination of the service.

To ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and to make sure that they are asked about how they would prefer information; to ensure special information requirements (e.g. large print, language, braille etc) are clearly recorded on their files and that their needs are met.

# Employee Declaration

I confirm that I have read, understood and agree to the expectations of the role as outlined in this job profile

**Name: Signed: Date:**