



## **WEST HATCH HIGH SCHOOL**

*a Specialist Business and Enterprise School*

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med  
High Road, Chigwell, Essex, IG7 5BT

## **SCHOOL COUNSELLOR**

**21 hours per week/3 days a week**

**38 weeks per year plus 1 week CPD/term time**

**Band 4 points 26 – 34**

**£23,866 - £30,756 (pro rata + £857 Fringe)**

**(Actual salary £11,922 - £15,385)**

We are seeking to appoint a qualified School Counsellor to provide confidential support to both staff and students. The post holder will hold BACP Accreditation, UKCP or BPC registration and have experience of counselling in an education setting.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students, links being developed with UEL to create a bespoke MA pathway for staff and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at **[www.westhatch.essex.sch.uk](http://www.westhatch.essex.sch.uk)**

Closing date: 25<sup>th</sup> February 2019, midday.

High Road, Chigwell IG7 5BT  
Tel: 020 8504 8216 Fax: 020 8559 2695  
Email: [admin@westhatch.essex.sch.uk](mailto:admin@westhatch.essex.sch.uk)  
[www.westhatch.essex.sch.uk](http://www.westhatch.essex.sch.uk)

# West Hatch High School

<b>JOB DESCRIPTION:</b>	School Counsellor
<b>Responsible to:</b>	Headteacher
<b>Line Manager:</b>	Assistant Head Pastoral
<b>Purpose of the Job:</b>	To provide counselling to students and staff as required
<b>Grade:</b>	Band 4, points 26 - 34

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

## **Main Duties and responsibilities:**

### **Counselling:**

1. To offer a direct confidential counselling service on an individual basis and a drop in service to students and staff.
2. To work with a diverse range of issues including (but not restricted to) bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
3. To employ and develop a range of solution-focused interventions to encourage confidence, independence, reflection and resilience in young people
4. To organise workshops and group sessions to address welfare/counselling/mental health issues as required.
5. To promote the counselling service to pupils staff and parents using a range of strategies including displays, leaflets, ICT and group talks/presentations/assemblies
6. To ensure that the BACP's Code of Ethics and Practice is adhered to.
7. To manage and lead the Year 12 Peer Support Programme.
8. To be alert to trends and patterns and be willing to identify causes and recommend action
9. To work to agreed targets in relation to client contact
10. To participate in the organisation of the trainee/volunteer counselling service.

**Safeguarding:**

11. To work with the Designated Safeguarding Lead and liaise with external agencies and parents to support students
12. To play an active role in safeguarding children, adhering to school policies and statutory regulations (including Keeping Children Safe in Education 2018) and to promote the safety and welling of all pupils
13. To maintain confidentiality in line with BACP practice

**Collaboration with School Staff/External Agencies:**

14. Liaise with designated Safeguarding Lead, Pastoral Team and SENCO in respect of mental health and counselling issues
15. To provide staff with advice, support and training where appropriate, to support the emotional and pastoral needs of the pupils in their care
16. To refer appropriate cases and issues that require the involvement of a specialist other than management support
17. The network with personnel from other agencies to ensure effective operation of the service

**Record keeping, reporting and assessment:**

18. To maintain suitable case records securely, in line with GDPR guidance and policies
19. To report on numbers using the service and an overview of the current issues users are presenting with
20. To be responsible for the production of annual reports on the effectiveness of the service, presenting to SLT when required
21. To ensure compliance with BACP Registration.
22. To undertake regular evaluation of the service, contributing to the review and development of operational policies

**Professional Development:**

23. To attend external supervision on a regular basis in accordance with BACP/UKCP guidelines.
24. To take responsibility for personal professional development, keeping up-to-date with research and development, which may lead to improvements in the Counselling Service provision.
25. To attend school CPD days and participate in the school's annual Performance Management system

**Other Duties:**

26. You may also be required to undertake such other comparable duties as the Assistant Head (Pastoral) or Headteacher require from time to time.

**Professional standards:**

- Carry out your role in a professional, positive and proactive manner.

- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.



## School Counsellor

### Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	UK recognised counselling, psychiatry or psychotherapy qualification at postgraduate diploma or masters level BACP Accreditation, UKCP registration or BPC Experience of counselling in an education setting
	Knowledge of relevant policies and procedures	Knowledge of the Children's Act and legislation relevant to this service Thorough understanding of issues linked to confidentiality and ethics An understanding of the developmental, emotional, social and educational issues of children and young people Thorough knowledge of Mental Health provision locally and nationally Knowledge of children's services and multi-agency inter-professional work
	Literacy	NVQ level 4 or equivalent in English.
	Numeracy	NVQ level 4 or equivalent in Maths.
	Technology	Good working knowledge of ICT to support learning
<b>Communication</b>	Written and verbal	Good written and excellent interpersonal skills to communicate effectively at all levels Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of school's behaviour management policy
	SEN	Encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Understanding of the school curriculum
	Child Development	Detailed understanding of child development Ability to assess progress and

		performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Participate in the evaluation and review of the agreed support in conjunction with other behaviour support/school staff Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Ability to Influence the attitudes and opinions of others according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to work independently on own initiative to plan and evaluate, managing a varied caseload and an ability to work flexibly under pressure
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality Aware of the range of needs of people from diverse ethnic, cultural and social backgrounds
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Thorough understanding and effective implementation of child protection procedures

	Confidentiality/Data Protection	Understand and implement procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others

January 2019