The Highland Council

Education & Learning Service

Job Description and Person Specification -	
Post Ref	
Title	School Counsellor
Job Family	Generic Overviews - People and Transformation
Service	Education
Team	
Line Manager	Deborah Carter
Base	HQ
Salary Grade	
Post Details (e.g. hours, secondment, fixed-term etc). Include any key information about the position)	**1year fixed term**

Job Purpose

- To provide a school counselling service as an integral part of school's response to supporting children and young people with mental health and wellbeing.

- To work as part of a multi-agency team to support the wellbeing of children and young people, and their families when required.

Job Requirements

- To provide a year-round confidential face to face counselling service, which is evidence based, to 10 to 18 year olds in a variety of school settings during term time, occasionally in other locations and virtually when required.
- To liaise with other professionals to maintain a referral system that gives equity of access to the counselling service.
- To report back at both school and authority level on different aspects of the service as required.
- To maintain required outcomes in relation to pupil satisfaction with service.
- Whilst maintaining confidentiality to agree with children and young people what is helpful to share and how this should be done with the wider support team.
- To refer or assist in the referral of young people on to other services such as CAMHS or Social Work where appropriate.
- Support Child's plan and solution focussed meetings for individual children and young people if required.

- To work as part of a team to promote positive emotional wellbeing, liaising and promoting understanding between school, children, young people and families if required.
- Attend monthly external clinical supervision with a supervisor in accordance with governing body guidelines.
- To maintain accreditation and professional standards of Counselling Practice in line with the BACP / CPC / UKCP, Code of Ethics for Counsellors in General Practice and other relevant professional body.
- Responsibility for maintaining reliable up to date written and electronic records, case notes and other documentation as required.
- This list is indicative of activity, not exhaustive, and describes a range of typical activities undertaken by the post holder.

Key Skills - General

- Understanding of children and young people and the pressures on them.
- Ability to manage competing demands
- Excellent verbal, negotiation, presentational, and written skills.
- Ability to work collaboratively as part of teams.
- PC literacy.
- Access to personal transport
- Ability to contribute to working groups developing policy and practice.
- Understanding of the needs of high schools, primary schools and nurseries and the pressures on them.
- Understanding of the needs of parents/carers and the pressures on them.
- A flexible, “can do”, solution-focused approach to problem solving.
- Ability to establish credibility within a multi-agency context
- Good working knowledge of legislation, national and Council policies, and practice and research relating to children with additional support needs and mental health needs.

Key Skills - Specific

- Provides counselling assessments of young people and children referred to the service based on appropriate use, interpretation and integration of complex information from a variety of sources; including referral information and face to face sessions.
- Taking into account the range of interventions available, assess and offer therapeutic interventions to children and young people based on an understanding of unconscious processes and complex factors related to the personal development of the CYP. The implementation of counselling sessions to be informed by theoretical and therapeutic models, current evidence-based practice and the ongoing evaluation of the outcomes of the intervention.
- To use a range of Psycho-education and therapeutic processes as required to meet the needs of different CYP and situations.

- To undertake risk assessment and risk management for individual clients including child protection issues.
- To receive informed consent and to communicate in a skilled manner, information concerning the assessment and ongoing experiences for young people and children.
- Ability to contribute to working groups developing policy and practice.
- Understanding of the needs of high schools, primary schools and nurseries and the pressures on them.
- Understanding of the needs of parents/carers and the pressures on them.

<u>Knowledge and experience</u>

Essential - Suitably qualified as a counsellor and recognised on an Accredited Register, working within an ethical framework e.g. the British Association for Counselling and Psychotherapy **(BACP)**, the Health and Care Professions Council for Counselling Psychologists **(HPCP)** or the register of Counselling and Psychotherapy in Scotland **(COSCA).**

Qualified to or currently undertaking an appropriately accredited course to counsel children and young people. Or demonstrate sufficient appropriate experience of working with children and young people to fulfil required competencies

Experience and understanding of working with children and young people.

Required to fulfil PVG process.

