

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	School Counsellor
Postholder	
Hours of work	9 hours per week; 39 weeks per year.
Reporting to	Pastoral Manager
Purpose	<ol style="list-style-type: none"> 1. To counsel students who are experiencing social, emotional or behavioural problems and where appropriate, provide specific strategies, which will be helpful in enabling them to manage their difficulties and be more successful at school. 2. To plan, implement, monitor and evaluate structured programmes of counselling and support that will be delivered within an agreed time frame in order to enable students to regain independence.
Specific responsibilities of the post	<ol style="list-style-type: none"> 1. Provide the opportunity for students to share their problems and concerns in a non-judgemental and confidential setting. 2. Provide the opportunity for confidentiality, whilst ensuring that the Safeguarding policy is adhered to and that information is passed on to relevant parties where appropriate. 3. Help students access relevant information and where appropriate 'signpost' them to outside agencies that may be better equipped to address a student's particular problem. 4. To keep appropriate records of work with students and to be GDPR compliant 5. Keep abreast of the latest developments in terms of the support that is available for troubled students and to seek training where appropriate 6. Assist students in their communication with parents and other relevant agencies when appropriate. 7. Provide ongoing feedback to inclusion, pastoral and designated safeguarding staff without breaking confidentiality between counsellor and student. 8. Liaise with pastoral and inclusion staff to identify students who would benefit from support. 9. Provide and run programmes of support for individual and small groups students with social and emotional needs. 10. Work within the British Association of Counselling and Psychotherapy Code of Ethics.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of</p>	

effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

SignedPostholder

.....line manager

Date