



AGATE MOMENTUM TRUST**JOB SPECIFICATION**

Title of Job: School Counsellor Grade: NJC Scale 6 (39 weeks pro-rata)

Based at: Hallsville and Scott Wilkie Primary Schools – time to be divided equally between the two schools

JOB DESCRIPTION

PERSON REPORTS TO: SENCO (at both schools)

PERSON SUPERVISES: N/A

PURPOSE OF JOB: To deliver a therapeutic service to the pupils at both Hallsville and Scott Wilkie Primary schools.

EQUAL OPPORTUNITIES:

The Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES**Summary of responsibilities:**

- To offer pupils individual 1-to-1 counselling sessions.
- To provide drop-in sessions as a means of keeping in touch with identified pupils.
- To provide a group session where similar SEMH needs have been identified and it is in the best interests of the children.
- To conduct regular assessments in response to internal and external referrals.
- To support parents and carers, providing counselling where appropriate.
- To signpost pupils and families accordingly.

Key Responsibilities:

- To improve the mental wellbeing and prospects of children, their families and our school community.
- To offer vital therapeutic support around big changes and challenges in our pupil's life.
- To plan and deliver whole-class work on well-being for pupils and staff.
- Self-referral sessions during lunchtime or breaktime.
- To develop a range of solution focused interventions to support pupils with a focus on resilience.
- To have a thorough knowledge of Mental Health provision locally and nationally.
- To attend and present information to SLT regarding pupils.
- To keep suitable records in a secure place and communicate with staff as necessary.
- To ensure good communication

Other Specific Duties:

- To take responsibility for personal professional development, keeping up to date with research and developments which may lead to improvements in the counselling service provided.
- To arrange and deliver relevant training for staff as and when needs are identified.
- To ensure that early identification of children at risk is followed up with relevant agencies.
- Work with the SENCO in delivery workshops relating to social, mental and emotional health.
- To carry out other duties as directed by the SENCO, Head teacher or SLT within the general level of responsibility attached to the post.

Equal Opportunities

- Commitment to Trust policies on Equal Opportunities and Learning Support, including inclusion of students
- Commitment to continual raising of levels of achievement for all our pupils
- Confidentiality and sensitivity which are essential when dealing with parents and pupils of this multi-cultural school



Person Specification

Job Title:
School Counsellor

Grade:
NJC Scale 6

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><i>EQUALITY AND DIVERSITY</i></p> <p>We are committed to and champion equality and diversity in all aspects of employment with the Agate Momentum Trust. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
<p>KNOWLEDGE:</p> <p>The ability to undertake a wide range of administrative tasks using set procedures.</p> <p>Knowledge of child protection and safeguarding children and young people</p> <p>Knowledge of Bromcom and Google Cloud</p> <p>Knowledge of safeguarding and child protection issues surrounding children and families</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application / Interview</p> <p>Application Form / Interview</p>
<p>QUALIFICATIONS:</p> <p>A high standard of literacy, numeracy and IT skills and a willingness to undertake training.</p>	<p>Application Form / Interview / Test</p>

<p>EXPERIENCE:</p> <p>Experience of working with children and their families on attendance issues</p> <p>Working with multi-disciplinary agencies</p> <p>The ability to work in stressful and demanding situations for short periods is desirable.</p> <p>Producing data and preparing reports for senior leadership teams</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to undertake routine administrative tasks.</p> <p>High level of IT skills.</p> <p>High level of literacy and numeracy.</p>	<p>Application Form / Interview / Test</p> <p>Application Form / Interview / Test</p> <p>Application Form / Interview / Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to communicate effectively with children, families and multi-disciplinary agencies</p> <p>Good standard of interpersonal skills and confidence.</p> <p>Maintaining a positive approach</p> <p>Ability to exercise confidentiality and discretion of sensitive matters.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>PROFESSIONAL BODY MEMBERSHIP:</p> <p>BACP / UKCP or other recognized professional body.</p>	<p>Application Form / Interview</p>