



JOB DESCRIPTION

JOB TITLE	Counsellor (Pupils)	JOB REF NO	AAAE5201
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BASIC JOB PURPOSE Provide counselling as part of the pastoral support within school for pupils to develop strategies to cope with emotional, behavioural and educational difficulties, and prevent ongoing and unresolved issues being the cause of future deterioration in pupils' ability to function effectively at school. Also, provide advice and guidance to staff whose role is to support pupils in emotional distress.

MAIN RESPONSIBILITIES

NO		APPROX %
1	Offer and provide pupils with individual or group counselling as appropriate following assessment of individual needs.	80%
2	Access, update and maintain the security of case records for each counselling session in accordance with the requirements of the Data Protection Act. Also, present data to the school SMT and governors as required showing the number of pupils using the services and the reasons for their referral to counselling.	5%
3	Liaise with pastoral teaching and learning managers, special needs co-ordinators, class teachers, parents/carers, together with personnel from external support agencies to ensure effective communication regarding the maintenance of pupils' well-being.	5%
4	Provide advice and guidance to staff whose role is to support pupils in emotional distress and provide information to promote the availability of school counselling services.	5%
5	Attend supervision with a suitably qualified supervisor, and participate in staff training development work as required.	5%

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.