



## **Ripon Grammar School**

### **Job Description**

#### **Student Counsellor**

##### **Key Aspects of Role:**

To provide a confidential counselling service for our students to enable them to engage fully with opportunities for learning academically, emotionally and socially as individuals and as members of the wider community.

##### **Reports To:**

Deputy Head (Pastoral)

##### **Terms and Conditions:**

22 hpw, days and times to be mutually agreed

NYCC Grade J [points 26 – 29]

##### **Working time**

The school counsellor works for 22 hours per week between 8.30 am – 4.30 pm, offering student sessions during school hours, to include time at the end of the school day to support the boarding students when needed. Flexibility can be offered on working days and times, but there should be at least one day a week where the post holder finishes at 4.30 pm.

##### **Professional Attributes and Qualifications:**

- Degree or Level 4 Diploma (or equivalent) in counselling
- Registered membership of BACP (or equivalent)
- Experience of working in a school and with students.

##### **Specific Responsibilities and Duties**

- Apply the School's values and aims that inform all actions related to student wellbeing
- Offer individual counselling support for students and to offer group workshops or assemblies, where appropriate
- Offer counselling advice for our wider community, where appropriate
- Manage disclosures and safeguarding issues in accordance with safeguarding policies and procedures
- Organise the referral system and waiting list to ensure that all students are seen as quickly as possible
- Run lunchtime drop-in sessions to which students can self-refer and gain advice about mental health issues
- Where referrals are needed, liaise with external agencies to facilitate access to specialist mental health resources
- Where appropriate and within the boundaries of confidentiality and consent, liaise with parents
- Record suitable and appropriate records using CPOMS

- Assist in the development of the PSHCEe curriculum and Form time programme within the school and assist in wellbeing days within the school
- Work within recognised Codes of Ethics and Practice such as that of BACP
- Meet regularly with the Service children to support their wellbeing
- Administer first aid when required.

### **Other duties**

This job description is intended as a guide to the general duties required for the post. Occasionally the postholder may be required to undertake training and perform duties other than those given in the job description. This will include assisting in various activities relating to the supervision of students, such as:

- Implementing tests and examinations; working closely with the Examinations Officer by notifying special circumstances for consideration. E.g. mental health issues
- Representing the school at student family bereavements
- Escorting identified students to hospital when family members are unable to assist
- Supporting the School Health Worker with medical emergencies relating to identified students.

### **Supporting Learning and Development by:**

- To undertake small group support with identified students.
- Support students in their social and emotional wellbeing, in implementing related programmes, including PSHCEe and the Form Time programme.

### **Communication:**

- Communicate effectively with all students and other agencies/professionals.
- Share information confidentially about students with teachers and other professional as required.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.

### **Safeguarding and Promoting the Welfare of Children/Young People**

- Be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate.

### **Health & Safety**

- Be aware of and implement, health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

### **Data Protection**

- To comply with the school's policies and supporting documentation in relation to Information Governance - this includes Data Protection, Information Security and Confidentiality.

## **Equality**

- Promote inclusion and acceptance of all students within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.

## **Customer Service**

- Ripon Grammar School requires a commitment to equity of access and outcomes; this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

**Any other duties as reasonably requested by the Headmaster**