



## Ashmole Academy

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Part time School Counsellor (3 days)
<b>GRADE:</b>	Pay point 32-34
<b>PURPOSE OF JOB:</b>	To provide a counselling service to students and staff at Ashmole Academy
<b>RESPONSIBLE TO:</b>	Deputy Head and to the Head Teacher in all matters
<b>EMPLOYMENT DUTIES:</b>	To provide a counselling and psychotherapy service to students and staff, together with supervisory and other duties associated with delivering a high quality counselling service. As this role develops, the job may change to encompass new roles.

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#### DUTIES AND RESPONSIBILITIES:

1. To offer a direct counselling service on an individual basis and a drop-in service to students and staff.
2. To organise workshops and group sessions to address welfare/counselling/mental health issues as required.
3. To be involved in training initiatives to develop and enhance the skills of school staff enabling them to better identify and support students with emotional health and wellbeing difficulties.
4. To promote the counselling service using a range of strategies including displays, leaflets, ICT and group talks/presentations.
5. To liaise with appropriate external agencies and to co-ordinate associated activities in the Academy.
6. To develop and implement policies and procedure which govern the counselling service.
7. To ensure that the BACP's Code of Ethics and Practice is adhered to.
8. To promote awareness of personal, emotional and relationship issues amongst staff and students, through displays and notice boards throughout the Academy. To publicise and distribute circulars related to these issues when required. To publicise national and local events to staff and students regarding emotional health and wellbeing issues.
9. To attend external supervision on a regular basis in accordance with BACP/UKCP guidelines
10. To assess and evaluate the effectiveness of the counselling service.
11. To develop projects and new initiatives
12. To be aware of child protection issues.

11. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the Academy

Post Holder : \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_