Job Description Primary and Secondary School

Job Title: Primary and Secondary School Counsellor

Hours of work: 6.25 hours per week with a view to increasing the hours and offering additional capacity as the need arises, term time only

Location: Schools in Bradford and Halifax

Accountable to: Step 2 Trustees

Background information

The following information is provided to help staff joining Step 2 to understand and appreciate the work content of the post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all usual associated routines are naturally included in the job description.
2. Employees should not refuse to undertake work, which is specified on this job description, but they should record any additional duties they are required to perform, and these will be considered when the post is reviewed.
3. Employees will be required to participate in an induction programme, which may include training and planning sessions.

Main Purpose:

To offer counselling to children and young people aged 5–18 years in primary and secondary schools in Bradford and Halifax. Counselling is offered during school hours in term time.

To offer counselling to children and young people to enable them to process their own experiences and empower them to make decisions about issues that concern them.

Responsible to:

Line management will be provided by one of our team of counselling coordinators.

The post holder must have counselling experience in both primary and secondary school settings and be able to work with children and young people aged 5–18 years.

Main Task/Activities:

1. To offer Person Centred counselling to children and young people aged 5–18 years in primary and secondary schools in Bradford and Halifax.
2. To embed a high-quality counselling service within the school.
3. To establish and develop positive working relationships with a variety of members of staff within the school
4. To offer one school day of work per week for children and young people during school hours, term time only.

5. To enable children to gain the information, confidence and skills to make informed choices and take action to improve their situations.
6. To receive external clinical supervision as required by the BACP.
7. To attend internal peer group supervision quarterly.
8. To monitor and evaluate own counselling work as required.
9. To keep appropriate records and pass on safeguarding concerns to the designated safeguarding lead.
10. To participate in any relevant training, supervision, and meetings, as required.
11. To be able to work on own initiative and have some flexibility with working hours.
12. To work in a way consistent with the ethos of Step 2 and the equal opportunities policy of the project.
13. To be responsible, alongside the CEO, trustees and staff for the safety and well-being of everyone, whilst using Step 2 services.
14. To be responsible for the management and security of the organisation's premises, resources and equipment when appropriate.
15. Undertake any other duties considered appropriate by the Trustees, within the prime objectives of the post.

Step 2 operates an equal opportunities policy to which the work of the post holder is expected to conform.

The post holder will receive Step 2 Terms & Conditions of Employment.