

## **CO-OP ACADEMY NORTH MANCHESTER**

### **Counsellor and Mental Health worker Job Description**

**Grade 6 (Actual - £22,282.00 - £25,356.00)**

**Permanent Term time only + 5 Days**

#### **Overview of the Role**

The Counsellor and Mental Health worker will be a member of the pastoral team working across the academy. The postholder must promote and embed the vision and values of the academy and those of the Trust.

The postholder will work alongside other members of the pastoral team to ensure that the academy's mental health offer for pupils is developed and that parents have access to support in key areas of mental health and wellbeing for their children..

The postholder will work with pupils on an individual basis and in groups to provide a counselling service which meets the needs of our pupils.

This role is also key in ensuring that parents and carers understand how their child can be supported and kept up to date with developments in young people's mental health.

It is expected that the Counsellor and Mental Health worker will be a subject expert in their field and hold qualifications relevant to the post.

The postholder will be expected to lead by example and there will be supervision and CPD provided as part of the role.

#### **Key Responsibilities**

##### **Counselling and Mental Health**

Work alongside other members of the leadership team to:

- Be the key lead for developing and maintaining a high-quality counselling service for the Academy, that enhances the mental health and wellbeing of pupils and their families .
- Lead with key stakeholders on the school's counselling offer.
- Undertake counselling and support responsibilities, working with individual students with a diverse range of issues and their families.
- Adhere to the ethical framework and code of practice of the British Association for Counselling and Psychotherapy with particular reference to supervision, confidentiality and record keeping.
- Be proficient and responsible in maintaining case records.
- Identify, order and maintain appropriate literature and other material relating to counselling.
- Liaise with external agencies when appropriate.
- Actively promote the counselling service.
- Be an active member of the Pastoral team.
- Organise CPD as required by the Academy, liaising with external training providers where appropriate.
- Maintain a high level of knowledge and awareness of changes and developments in the fields counselling and education and their impact in the delivery of counselling, attending internal and external training, where appropriate.
- Provide regular reports to school leaders regarding the performance of the counselling service.
- Undertake regular evaluation and monitoring of all aspects of the delivery of counselling and where appropriate make or recommend changes.

- Offer emotional regulation support
- Lead assemblies and provide activities or toolkits which support mental health and wellbeing for all
- Plan and deliver sessions and work with groups of pupils on improving self esteem and confidence
- Plan and deliver sessions for parents on key aspects of mental health for young people such as self harm, managing anxiety, recognising triggers and transition.
- Be committed to a trauma informed approach and work with senior pastoral staff on delivering ACES training where appropriate
- Plan and deliver anger management sessions to students in a one to one or group setting focusing on:
  - Identifying triggers of anger
  - Scenarios where high emotions are common
  - De-escalation of conflict
  - Strategies for controlling or avoiding anger
- Adhere to the academy Child Protection Policies in all areas of the role.
- Attend training relevant to the role
- Provide or signpost CPD opportunities for staff on general areas of wellbeing and promote mental health and wellbeing weekly via Staff Notes
- Liaise with key staff on strategies that will help individual or groups of children
- Respond to and meet with pupils in crisis referred by members of the Pastoral team to assess the wellbeing or safety of students and the need for referral
- The post holder will be subject to performance objectives, which will be agreed and reviewed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- Continue personal development as agreed.
- Engage actively in the performance review process.
- Undertake other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post-holder.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **Key Documents/Events Responsibility:**

- Termly impact and review statements to leadership
- Map the mental health and wellbeing offer for pupils for each year group

**The responsibilities and duties will be reviewed and modified as the role and provision evolves**

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

**PERSON SPECIFICATION: SCHOOL COUNSELLOR**

		<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Training &amp; Qualifications</b>	Counselling qualification at diploma or equivalent recognised by the British Association of Counsellors and Psychotherapists (BACP)		Y	
	Qualification in work linked with children and young people.			Y
	Qualification in different counselling approaches.		Y	
<b>Experience</b>	Successful experience of theory and practice in counselling in a practical, confidential setting as described by the BACP ethical guidelines		Y	
	Experience of working with vulnerable children, young people or adults.		Y	
	Experience of working with children, young people or adults with a range of needs.			Y
	Experience of working in an education establishment.			Y
	Experience of working with families and/or outside agencies			Y
	Experience of keeping written, confidential records.		Y	
	Planning and delivering Anger Management sessions			Y
<b>Knowledge</b>	An awareness of child protection issues and safeguarding legislation including FGM and Prevent.		Y	
	Knowledge of current research to identify trends and patterns.		Y	
	An understanding of issues linked to confidentiality.		Y	
	Knowledge of the referral processes to a variety of agencies.			Y
	An awareness of cultural differences and the implications for students.		Y	
	An awareness of Anger Management strategies to use with students			Y
<b>Skills and abilities</b> <i>(Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post.)</i>	Be able to support and actively promote the values and beliefs of the Academy.		Y	
	Have the ability to communicate effectively with children and adults at all levels, both individually and within groups.		Y	
	Be able to demonstrate ICT skills for professional use.		Y	
	Have the ability to analyse data.		Y	
	Have the ability to use initiative and work autonomously.		Y	
	Display an understanding of working as part of a team, including working alongside external agencies and families.		Y	
	Display a willingness to take responsibility for continued professional development.		Y	
	Have the ability to cope with stressful situations.		Y	
	Demonstrate enthusiasm for the role.		Y	
	Be able to work flexible hours if required.			Y
<b>Legal requirements</b>	Fully Enhanced DBS clearance is required.		Y	