

JOB DESCRIPTION : SUPPORT STAFF

SCHOOL: Clyst Vale Community College

JOB TITLE: College Counsellor

SALARY SCALE: JE E Grade

HOURS OF WORK: 8 hours per week (Tuesdays and Thursdays) 38 weeks per annum

KEY RESPONSIBILITIES

To work as part of a supportive team of professionals which aims to promote the physical and mental health, self-esteem, safe behaviour and happiness of the students in our care. Duties will include, but not be exclusive to:

- Counselling students, including special needs children, on a short referral basis.
- Support and advice to parents of these students as appropriate.
- You will be mindful of balancing the need for a confidential relationship with the student with the needs of the school in loco parentis and relevant guidelines such as the Gillick Report. Issues relating to child protection will be referred to the designated Child Protection Officer.
- Guidance and advice to other staff about student welfare as appropriate.
- Work closely with Deputy Principal, Heads of Year, School Nurse and the Intervention Co-ordinator.
- Make half termly reports on the service they have provided over the course of an academic year, identifying the range of issues presented by students.
- Establish liaison with other local agencies, to whom students may be referred for further support.
- Work with other agencies already working in the school, eg Education Welfare, Educational Psychology, Connexions and to make appropriate referrals in consultation with the Deputy Principal.
- Make appropriate supervision arrangements for themselves within their working hours.

TO WHOM RESPONSIBLE:

Deputy Principal

This job description is not a comprehensive definition of the post. Opportunity to discuss your individual responsibilities will be available during your appraisal interview with your line managers, which will normally take place in the Summer term.