



Ackworth School

Job Title	Child and Young Persons' Counsellor
Date	May 2022
Department	Pastoral
Reports to	Senior Deputy Head Academic and Pastoral
Responsible for	Providing a counselling and support service to pupils

Purpose of the Role

Provide a professional and confidential counselling/therapy service for students (primary and secondary). Work to complement the roles of the School Nurse and School Doctor to provide a complementary service for both pupils and staff, in order to support the mental and emotional well-being of all.

Departmental Information

The role complements the medical support that the school offers in terms of School Nurse and School Doctor. There is also ad-hoc support provided from external bodies.

Main tasks and responsibilities

- Provide a professional and confidential counselling/therapy service for students (primary and secondary).
- Develop a therapeutic relationship of trust, openness and respect, working towards child and young person outcomes.
- Provide a caring, safe and supportive environment, where issues may be freely explored without judgement or bias.
- Maintain client confidentiality in line with BACP/UKCP guidelines, mindful of the boundaries between confidentiality and protecting the safety of children and young people.
- Employ a range of therapeutic interventions to support children and young people with their concerns, whilst also helping to develop confidence, independence, resilience, reflection and decision making.
- Be responsible for management of own caseload
- Maintain records of case notes and keep them secure



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- Guidance and support on counselling policy formation.
- Liaise with staff (teachers, support staff, child protection officer, pastoral care team, GP and nurse), outside agencies and external medical professionals, making referrals where appropriate.
- Play an active role in safeguarding children.
- Provide training and support for staff involved in supporting students through their difficulties.
- Attend meetings with staff and/or parents
- Consultative support to other members of staff on matters related to emotional health and wellbeing.
- Support and co-working with the School Nurse and Doctor to maintain pupil wellbeing and to ensure policies and procedures are followed effectively.
- Be alert to any developing trends or patterns and make recommendations as appropriate.
- Provide verbal feedback and written reports on service user statistics and general issues with which children and young people are presenting. Take part in discussions to maintain, improve and develop the service.
- Positively promote the service to students, enabling Staff to make referrals and students to self-refer for support.
- Work within the code of practice and ethics of BACP, UKCP or equivalent.
- Undertake regular supervision with an accredited supervisor
- Take responsibility for own continuing professional development and updating.
- Undertake personal therapy where appropriate.
- Maintain a friendly, open and supportive relationship with parents and their representatives in the spirit of the school's Quaker ethos.

General Notes

- A wide range of ages, ethnicity, language, culture, social background.
- Wide range of issues:



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- Diagnosed mental health problems such as depression, anxiety, bi-polar, eating disorders, self-harm.
- Developmental issues such as transition, sexuality, gender.
- Social issues - relationships, peer pressure, bullying, drugs, anger, abuse.
- Familial issues – bereavement, illness, parental separation, financial worries.
- Educational issues – organisation, achievement, motivation, behaviour.

Availability and flexibility of hours and responsiveness, e.g. to emergency situations

Educational Attainment

- Educated to degree level

Essential Knowledge, Experience and Skills

- An accredited member of the British Association for Counselling and Psychotherapy or a Registered Mental Health Nurse accredited with the Nursing and Midwifery Council and work within the guidelines of the BACP Ethical Framework.
- Previous experience in a similar role working with children and young persons.
- Understanding developmental, emotional, social and educational issues of children and young people
- Awareness of diverse needs of people from a range of ethnic, cultural and social backgrounds
- Knowledge of Children’s Act and legislation
- Understand limits of own professional competence and working conditions
- Active listening and empathy
- Accepting without judgement or bias
- Facilitating deeper understanding

Desirable Knowledge, Experience and Skills

- Further qualification in working with children and young people
- Experience of working in a school environment



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| <ul style="list-style-type: none">• Ability to use a wide range of techniques and strategies appropriate to the client's needs• Ability to work independently and manage own caseload | |
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