



Job Description

Counsellor/ Psychologist/Psychotherapist

Accountable to: Head of HEART and Therapy

Direct Reports: N/A

Location: West Heath School – Sevenoaks & our partner colleges

Hours: 37.5 Hrs per week/ 41 weeks per week

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

To provide therapeutic support and deliver interventions to a caseload of our students with social, emotional, and mental health difficulties

Main Duties and Responsibilities

- To respond to and evaluate referrals for student interventions
- To be responsible for carrying out therapy/counselling for a caseload of students with social, emotional and mental health disorders
- To manage a caseload and maintain confidential client records and counselling information on students as appropriate.
- To work as part of a multi-discipline team by providing advice, guidance and training to staff on supporting students both socially and within the curriculum
- To provide a high-quality counselling/ psychotherapy service to students experiencing a wide range of emotional problems
- To provide support, guidance and advice to parents, carers and the school
- To observe confidentiality and to support the school's endeavor to provide excellent teaching and learning for all students
- To contribute to the safeguarding and promotion of the welfare and personal care of our students
- To liaise with the Designated Safeguarding Lead as and when required
- To have a thorough knowledge of the Mental Health provision locally and nationally
- To work with the Head of HEART and Therapy to continually review and evaluate and improve the service
- To attend meetings as and when required
- To provide staff training if/when required
- To engage in supervision as appropriate
- To attend Inset days and staff training
- To keep up to date with school policies
- To comply with school's safeguarding policy

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Counsellor/ Psychologist/Psychotherapist

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Relevant accredited professional qualifications e.g., BABCP or UKCP 	
2. Experience	<ul style="list-style-type: none"> • Working with adolescents/ young people in similar role 	<ul style="list-style-type: none"> • Working in a SEN/SEMH environment • Attachment Aware and Trauma Informed Education/ Therapy models.
3. Knowledge and skills	<ul style="list-style-type: none"> • Ability to work closely with young people in a professional and empathetic manner • IT Literate 	
4. Competence	<ul style="list-style-type: none"> • Efficiency, high levels of integrity and professionalism. Ability to keep accurate records and write professional reports. • Strong communication skills. 	
5. Personal Qualities	<ul style="list-style-type: none"> • Reliability • honesty • flexibility • positive attitude. • Ability to work on own initiative as well as being part of a team. • Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. 	<ul style="list-style-type: none"> • Driving Licence

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.