

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Counsellor
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people, and contribute to the overall ethos, work and aims of the Academy.</p> <p>Confidential Counselling Service:</p> <p>To provide specialist expertise in counselling to ensure that students are able to manage their educational, vocational and personal progression</p> <p>To assess the individual needs of students referred to the service to ensure that appropriate support can be identified</p> <p>On receipt of referral from Academy Leadership Team (ALT), Education Social Worker (ESW), Head of Year (HoY) or Wellbeing, make the necessary arrangements to facilitate a meeting with referred student</p> <p>Manage own diary and appointments</p> <p>Use a secure and confidential place to talk to students who need the counselling services</p> <p>The post holder is able to prioritise seeing students according to their needs e.g. in response to the outcome of an assessment or referral.</p> <p>The post holder is able to prioritise dealing with a child protection or safeguarding issues quickly and appropriately.</p> <p>The post holder would refer the child to the designated safeguarding leads, who are based on both sites.</p> <p>To be familiar with and comply with the Child Protection policy</p> <p>To attend clinical supervision</p> <p>To keep accurate records</p> <p>An ability to work confidently.</p> <p>To maintain high standards of professional practice complying at all times with BACP codes of practice (as applicable) and the policies of the school</p> <p>To be able to work empathically, congruently, and non-judgementally.</p>

Other Duties:

Promote positive student behaviour in and around the school, to ensure a constructive working environment.

Act to ensure students' health and safety.

Following school policies and procedures especially those relating to child protection and health and safety.

Personal Qualities:

Must be adaptable, flexible and change agile

A clear understanding and commitment to the academy and its vision

An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels

High level of interpersonal and communication skills

Commitment to inclusive education providing opportunity for achievement for all

Integrity, openness, energy and enthusiasm

The post holder requires effective communication skills to communicate with students, carry out assessments and deliver counselling

The post holder uses their professional skills and training to encourage students to communicate

The postholder must have effective listening skills and be non-judgemental, genuine and respectful towards students in order to build trust

Safeguarding:

TBOWA is committed to safeguarding and promoting the welfare of children and young people. We accept all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

	This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.
Reporting to:	ALT, ESW
Responsible for:	Providing a confidential counselling service to students
Liaising with:	ALT, ESW, HoY and Wellbeing
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
Self-Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Support development of the academy ethos, contribute positively towards the development of specialisms.

Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
Additional Notes	<p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are 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.</p> <p>The Academy will endeavour to make any 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.</p> <p>This job description is current but in consultation with you may be changed by the Academy Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.