

## **Betty Layward Job Description: Well Being Co-Ordinator/School Counsellor**

Hours: This post, to start as soon as possible, is part time for, 4 days per week, term time only (36 weeks).

Salary: The starting salary will be in the region of a full time equivalent salary of SO1 per year, pro-rated for the number of hours and weeks worked.

Responsible to: Headteacher

### **Job Purpose**

1. To provide a high-quality counselling service to children experiencing a wide range of emotional problems.
2. To oversee well-being across the whole school.
3. To see children if they need to talk – e.g. drop in sessions as well as counselling sessions.
4. To work with children on behaviour, friendship issues and other support if needed.
5. To work with staff to support them with children at school and to communicate regularly about how children can be and are being supported.
6. To work and liaise with other professionals when needed, e.g. WAMHs and the re- engagement unit.
7. Support children in the playground and around the school if necessary.
8. To provide support, guidance and advice to parents, carers and the school.
9. To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all children.
10. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

### **Specific Responsibilities**

1. To be responsible for the confidential counselling services and other support to children as needed.
2. To be responsible for advice and support to staff.
3. To be responsible for maintaining appropriate and confidential records.
4. To liaise with the SLT, Designated Safeguarding Lead and Inclusion manager on a frequent basis. To record any safeguarding concerns on CPOMs and report them immediately to the SLT.
5. To provide regular information to the SLT.
6. To have a thorough knowledge of the Mental Health provision locally and nationally.
7. To continually review and evaluate the service.

### **Pastoral Care**

1. Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
2. Be mindful, at all times, of the school's Equal Opportunities policy.

### **Health And Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.

2. To arrange and deliver relevant training for staff as and when needs are identified.