

JOB DESCRIPTION

Position:	School Counsellor (Temporary Contract to be reviewed in June 2017)
Programme:	ICSS, Primary & Special Schools Counselling Service
Reports to:	ICSS Regional Manager
Hours:	Temporary Contract up to 20 hrs (16 sessions) per week, 38 weeks of the year
Pay:	£26,600 per annum, pro rata

Job Summary

We are looking for new members to join our Schools Counselling Team. We seek counsellors who have a vision, desire and ability to make a difference in young people's lives. We are interested in people who are committed to excellence and best practice and who are willing to work alongside our dynamic team to make this happen. The role involves flexibility and a willingness to travel to schools in your designated areas. All counselling work occurs during school hours.

Key responsibilities

- To deliver safe and confidential counselling for young people referred to Familyworks' School Counselling Program, in a Primary or Post-Primary school setting
- To develop effective working partnerships with senior management and teaching staff to ensure delivery of a high-quality service in schools
- To work within agency policies, standards and procedures for service delivery
- To deal with risk and safeguarding issues in accordance with legal and ethical requirements, in consultation with Familyworks management
- To provide advice to the Principal or designate teacher regarding safeguarding concerns, in accordance with Child Protection policies and procedures
- To liaise as necessary, within the bounds of confidentiality, with members of staff and other appropriate individuals including health, welfare and other agencies
- To record data electronically, therefore experience in Microsoft and confidence in using database is essential
- Typically counselling takes place on school premises and during school hours

Available posts

- Greater Belfast area and North Down & Ards
- Mid-Ulster
- North-West
- Newry & Mourne
- West

Job Requirements

Therapeutic Service Delivery

- To promote the school service with parents, pupils and staff in designated schools in appropriate ways
- To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to one counselling
- To engage constructively with children, young people and adults from a diverse background, promoting anti-discriminatory and anti-oppressive practice
- To develop and maintain productive and co-operative relationships with nominated staff and key contacts in designated schools
- To work pro-actively, via liaison with key contacts to manage the referrals process and to ensure optimum service delivery within the parameters of available resources
- To maintain best practice as a counsellor while working sensitively as part of the pastoral care teams in schools
- To manage risk and safeguarding issues in accordance with appropriate legal and ethical requirements
- To provide advice to the Principal or school staff as requested in respect to child protection policy and practice, in consultation with Familyworks management
- To maintain appropriate records of counselling activities including case notes in accordance with Data Protection using the company's secure database
- To be an effective team member
- To be able to deliver group work as needed
- To be mindful of the policy of confidentiality when undertaking all duties
- To be willing and able to travel to identified schools, and to maintain a flexible attitude
- To liaise as necessary, within the bounds of confidentiality, with members of staff and other appropriate individuals including health, welfare and other agencies

Service Quality & Development

- Ensure BACP Ethical Framework for Good Practice in Counselling and Psychotherapy is adhered to in all counselling work
- Ensure current and up-to-date knowledge of professional policies and 'best possible' practice
- To evaluate own work and contribute to the evaluation of the overall effectiveness of the service

Professional Development & General Duties

- To attend monthly staff meetings and in-service training as available (typically one Friday morning per month)
- To attend monthly clinical supervision in accordance with policy and procedures
- To meet monthly with line management and make them aware of any issues of concern or risk regarding your clients
- To work within the aims and values of Familyworks of 'Integrity, Respect, Care, Safety, Generosity and Excellence'
- To work within the parameters of the policies and procedures of the organisation
- To demonstrate commitment to continuous personal and professional development by undertaking appropriate training in keeping with the needs of the counselling service
- To comply with the relevant legislative frameworks relevant to the work
- To undertake such other reasonable duties, commensurate with the post, as may be required

PERSON SPECIFICATION

Primary & Special School Senior Practitioner	Essential	Desirable
Knowledge & Qualifications <ul style="list-style-type: none"> ▪ Professional qualification in counselling or psychotherapy (minimum Level 4 Advanced Diploma or equivalent) ▪ Accredited (or working toward) with BACP, NCS, UKCP, IACP, BAT or AFT 	<p>X</p> <p>X</p>	
Experience <ul style="list-style-type: none"> ▪ Minimum of 200 hours supervised clinical practice ▪ Counselling experience with school-aged children (accumulating to at least 40 hours). This can be included in the 200 hours supervised clinical practice. ▪ Experience of working in schools ▪ Minimum 2 years’ experience of working with Children or Young People in any work or youth setting 	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Skills and Attitudes <ul style="list-style-type: none"> ▪ Evidence of ability to plan, manage and monitor workload ▪ Evidence of ability to prioritise and manage a waiting list for counselling ▪ Evidence of ability to work with risk and safeguarding issues legally and ethically ▪ Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work ▪ Ability to build good working relationships with individuals and organisations ▪ Committed to Familyworks policy of equality of opportunity and respect for diversity ▪ Excellent communication skills ▪ Ability to work as an effective team member ▪ Personal enthusiasm and a realistically positive attitude ▪ Experience in working with statutory and voluntary agencies ▪ Experience of working with Special needs ▪ Experience of providing group work ▪ Experience of providing training to adults or school staff ▪ Able and willing to travel as required. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>