



Job Description: School Counsellor

Contract Term:	Permanent Part time, Term Time Only plus 2 INSET days
Full Time:	Part time, 2 days: 15 hours per week
Pay Range:	Grade: Paris Band 7 Point 26-29 (£30,987 to £33,486 FTE)
Reporting to:	AHT Safeguarding, Inclusion and Attendance

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Job Purpose

The role is primarily to provide one to one counselling to students as referred by the Pastoral Team or through self-referral. The School Counsellor is expected to liaise with the Pastoral Team, including Progress Leaders, work in consultation with the school's Child Protection policies and network with external agencies as and when required.

Responsibilities

1	Collaborate with the Progress Leaders to evaluate the needs of referred students and determine the level of support required.
2	Manage a caseload of students who require confidential one to one counselling or therapeutic group work, ensuring that support is provided in a timely manner.
3	Identify next steps for students who require further support, including referrals to external agencies, production of Safety Plans and Risk Assessments.
4	Maintain accurate and detailed records of work undertaken with each student, enter this onto CPOMS system and consult with the AHT DSL.
5	Build positive relationships with the parents/carers of students who are receiving support.
6	Be a visible and known member of the school community
7	Support Progress Leaders in the preparation and delivery of assemblies that address issues related to wellbeing, emotional resilience and self-confidence, among other agreed topics.
8	Being a source of informal support and provide formalised training for teaching and support staff who are providing support to students
9	Contribute to the pastoral daily operations by ensuring that all students who visit the team are dealt with professionally and are able to return to lessons, if appropriate, following an evaluation of their needs.
10	Support the school's initiatives to promote the well-being, health, pastoral care and personal development of students.

11	Support the school's initiatives to promote the wellbeing of staff, if required.
12	Identify and report any safeguarding and child protection concerns following school policies and procedures.
Health and Safety	
1	Compliance with safety rules and procedures as laid down in their area of activity. (i.e. catering and hospitality, use of trays, trolley)
2	Take reasonable care of health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
3	Use protective clothing or equipment as may be provided.
4	Report promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
5	Co-operate with the Headteacher in the fulfilment of the objectives of the school Health and Safety Policies
6	Report promptly to the Headteacher any issues which have/may lead to a breach of regulations
The School	
1	Ensure that all school policies are adhered to and consistently implemented
2	Carry out duties as required by the school or Headteacher
5	Understand the importance of safeguarding and adhere to the school's Safeguarding Policy and Procedures

About You	
Qualifications	Essential A degree or other equivalent professional qualifications.
	Desirable Counselling experience in a school setting.
Experience and Knowledge	
	Experience working with children and young people in an educational or clinical setting
	Proven experience providing one-to-one and group counselling sessions
	Experience supporting students with social, emotional, and mental health (SEMH) needs
	Experience in safeguarding and child protection procedures within schools
	Experience managing confidential records and case notes in line with data protection requirements
	Experience supporting students with diverse needs, including SEND, trauma, or behavioural challenges
	Experience in crisis intervention and risk assessment (e.g. self-harm, anxiety, bereavement)
	Understanding of mental health issues affecting young people (e.g. anxiety, depression, trauma)
	Knowledge of safeguarding legislation and statutory guidance (e.g. <i>Keeping Children Safe in Education</i>)
	Awareness of special educational needs and inclusion practices
	Understanding of confidentiality, consent, and professional boundaries in a school setting

	Awareness of referral pathways and multi-agency working practices
	Knowledge of wellbeing, resilience, and preventative mental health approaches
Skills	
1	Active listening and communication skills – ability to listen empathetically and communicate effectively with students, staff, and parents
2	Emotional intelligence – strong awareness of and sensitivity to students’ feelings and wellbeing needs
3	Confidentiality and professionalism – maintaining trust while handling sensitive information appropriately
4	Relationship-building skills – ability to build positive, trusting relationships with students and the wider school community
Core Values	
1	Display a deep commitment and empathy to the values and vision of the school through the demonstration of Ambition, Respect and Endeavour in daily work and ensuring every child has an opportunity to ‘ shine ’.
2	High standards of professionalism with regards to confidentiality and discretion
3	Willingness to take on other roles and responsibilities within the team
4	To be able to conduct your work with empathy, kindness and good humour
This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year, and it may be subject to modification or amendment at any time after consultation with the post-holder and the Headteacher/or his representative.	
Signed:	
Name:	