

Child & Young Person Counsellor Job Description

Employment Details	
Job title:	Child & Young Person Counsellor
Reports to (job title):	Principal
Hours of work:	37 hours per week 40 weeks per year
Level and scale point:	Grade 8

Main duties/responsibilities

Main duties

- Providing face to face counselling for caseload children and their families as directed.
- Keeping confidential records
- Logging relevant details on the school CPOMS system for safeguarding
- Building a relationship of trust and respect with clients
- Building a relationship with other agencies
- Listening to clients' concerns, empathising with them and helping them see things more clearly or in a different way
- Liaising regularly with the child centred workers and safeguarding teams within school
- Working within the guidance provided in Keeping Children safe in Education 2019
- Working within the guidance for safer working practice for those working with children and young people in education settings
- Keep up to date with safeguarding CPD requirements
- Represent the Principal at relevant panels, working groups and meetings as required by the Principal.
- To undertake any other duties and responsibilities as is reasonably directed by the Principal.

A - Aspiration

We aspire to lead the way and achieve success for all

B - Believe

We have faith and confidence in the Trust our schools our colleagues and ourselves

C - Community

We work as a team - getting stuck in getting the job done!