

**Position:** Locum Schools Counsellor – HOPE Contract

**Programme:** Post-Primary Schools Counselling Service

**Reports to:** HOPE Clinical Team

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### **Role Summary**

We are looking to add to our team of school counsellors. We are seeking 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, best practice and who are willing to work alongside our dynamic team to make this happen.

### **Key responsibilities**

- Deliver an agreed number of counselling sessions, drop-in's and group work for young people referred to Familyworks' School Counselling Program, in a Post-Primary school setting
- Develop effective working partnerships with senior management and teaching staff to ensure delivery of a high-quality service in schools
- Work within agency policies, standards and procedures for service delivery
- Deal with risk and safeguarding issues in accordance with legal and ethical requirements, in consultation with Familyworks management
- Liaise as necessary, within the bounds of confidentiality, with members of staff and other appropriate individuals including health, welfare and other agencies
- Record data electronically
- Typically counselling takes place on school premises and during school hours inclusive of the hour immediately after school ends

### **Role Requirements**

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#### **Therapeutic Service Delivery**

- Promote the school service with parents, pupils and staff in designated schools in appropriate ways
- Assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to one counselling and in line with the HOPE handbook
- Engage constructively with children, young people and adults from a diverse background, promoting anti-discriminatory and anti-oppressive practice
- Develop and maintain productive and co-operative relationships with nominated staff and key contacts in designated schools and work pro-actively with key contacts to manage the referrals process and to ensure optimum service delivery within the parameters of available resources
- Maintain best practice as a counsellor while working sensitively as part of the pastoral care teams in schools

- Manage risk and safeguarding issues in accordance with appropriate legal and ethical requirements
- Maintain appropriate records of counselling activities including case notes in accordance with Data Protection using the company's secure database
- Be willing and able to travel to identified schools, and to maintain a flexible attitude
- 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
- Evaluate own work and contribute to the evaluation of the overall effectiveness of the service

#### **Professional Development & General Duties**

- Attend monthly clinical supervision in accordance with policy and procedures
- Work within the parameters of the policies and procedures of the organisation and the HOPE handbook
- Comply with the relevant legislative frameworks relevant to the work
- Undertake such other reasonable duties, commensurate with the post, as may be required

<b>Locum Schools Counsellor – HOPE Contract</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>Professional qualification in counselling or psychotherapy (minimum Level 4 Diploma)</li> <li>Accredited (or working toward completion, to be accredited no later than one year after start date) with BACP, IACP or NCPS (Professionally accredited)</li> <li>Registered member with BACP, IACP or NCPS</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum of 100 hours post qualification, clinically supervised practice in counselling children &amp; young people up to the age of 18 Or Have a minimum of 100 hours post qualification experience of working with adults and have successfully complete the Level 5 CPCAB Diploma in Counselling Children 7 Young People.</li> <li>Experience of working in schools &amp; with children with educational needs</li> </ul>	<p>X</p>	<p>X</p>
<b>Skills and Attitudes</b> <ul style="list-style-type: none"> <li>Committed to working safely and ethically within your relevant Competency Frameworks and Standards in counselling 11-18 year olds.</li> <li>Commitment to the flexibility, commitment and capacity to be available in term-time during the school week</li> <li>Evidence of ability to plan, manage and monitor workload</li> <li>Evidence of ability to work with risk and safeguarding issues legally and ethically</li> <li>Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work</li> <li>Competence in the use of Microsoft Packages, specifically Outlook, Word and Excel.</li> <li>Committed to Familyworks policy of equality of opportunity and respect for diversity</li> <li>Experience in working with statutory and voluntary agencies</li> <li>Experience of providing group work</li> <li>Able and willing to travel as required.</li> </ul>	<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>