St. Lawrence College
The British School in Greece

Job description for the position of

School Counsellor

Being recruited during the 2019-2020 school year
To start employment 31st August 2020

St. Lawrence College is committed to ensuring the complete and thorough safeguarding of all pupils and staff in order to create the safest environment for learning for all.

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JOB DESCRIPTION: SCHOOL COUNSELLOR

JOB PURPOSE

1. To provide a high-quality counselling service to junior and senior school pupils with a wide range of emotional, social or academic problems. To help pupils process their problems, and plan goals and action.
2. To provide support, guidance and advice to staff and parents.

3. To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all pupils.

4. To contribute to the safeguarding and promotion of the welfare and personal care of young people at St. Lawrence College.

SPECIFIC RESPONSIBILITIES

1.To be responsible for confidential counselling services to pupils as needed.

2. To work with a diverse range of issues including transition, sexuality, eating disorders, self-harm, bereavement, depression, anger management, anxiety and fears.

3. To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.

4. To liaise regularly with the Senior Leadership Team, the Deputy Heads, Key Stage Assistant Heads, the SENCO and the school nurses.

5. To liaise with the Designated Safeguarding Lead on a frequent basis.

6. To attend meeting or discussion sessions with parents if asked and as appropriate.

7. To be responsible for maintaining appropriate, confidential records and to keep these secure.

8. To have a thorough knowledge of Mental Health provision locally and nationally.

9. To make referrals where appropriate, and with pupil and parental consent, to other agencies.

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

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

12. To develop workshops and events like Well-Being Week for school pupils to support their emotional well-being.

13. To help establish pupil peer counselling programmes.

14. To continually review and evaluate the service.