

Job Description: School Counsellor and Mental Health Lead

Reporting to:	Welfare Lead
Location:	Ark Kings Academy
Contract:	Permanent
Working Pattern:	36 hours per week (Mon – Thurs 8:00am – 4:00pm, Friday 8:00am - 2pm, term time only)
Salary:	Ark Support Grade 9 (outside London) Pay Points 25 – 32 £25772 - £31154 pro rata salary based on working hours

At ARK Kings Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.

The Role

You will provide counselling support and programmes to support students' well-being across the academy and work in consultation with academy staff including teachers, parents and carers to support and enhance support offers to students.

You will be the main point of contact for staff seeking wellbeing advice and will support the senior leadership team in their focus on staff mental health and wellbeing.

Key Responsibilities

- Provide a high-quality counselling service to students experiencing a wide range of emotional problems
- Provide support, guidance and advice to parents, carers and the colleagues where required
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- Establish an effective screening and assessment process to set baselines, and to implement a tracking/monitoring system for your caseload
- Observe confidentiality and to maintain confidential files including relevant care plans
- Liaise with our Health & Welfare Assistant and relevant external agencies
- Review and develop policies and programmes related to the mental health of young people
- Liaise with the Welfare Lead and the senior leadership team to respond to students' needs as identified by teachers, parents, staff and students themselves to ensure approaches are individualised
- Run issue-based workshops e.g. anger management, resilience building, self-esteem, social skills and stress management
- Provide 1:1 short-term counselling to students who need support in times of family loss, illness, stress and friendship issues
- Provide a series of time-limited 1:1 counselling sessions for students with ongoing mental health issues
- Contribute to/take responsibility for writing letters/referrals for students with more complex needs in order to draw in additional support from relevant external agencies

- Support the improvement of attendance, behaviour, health and wellbeing of students and staff
- To undergo first aid training and to provide in school first aid where required

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: School Counsellor and Mental Health Lead

Qualifications

- Recognised counselling qualification (BACP Accreditation, UKCP Registration or BPC)
- Postgraduate Diploma/Masters in Counselling or Psychotherapy (desirable)
- First Aid qualification (or willingness to undertake)
- Degree in relevant subject area

Knowledge, Skills and Experience

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health and CAMHS Service
- Experience multi-disciplinary agency working
- Knowledge of the Children's Act and legislation pertaining to children
- Minimum of 2 year's post qualification experience
- Minimum of 1 years' experience of working with children and young people
- Good written and verbal communication skills

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Commitment to regular and on-going professional development

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.