



Co-op Academy
Manchester

Job Description

Job Title: Academy Counsellor

Salary / grade range	Grade 6 scp (20-25)
Location	Co-op Academy Manchester
Reports to	DSL
Liaising with	Senior Staff, Student Welfare Team, Teachers and CP Team
Working Time	35 hours per week. Term time only plus 10 days.
Salary/Grade	Grade 6 scp (20-25)
Disclosure Level	Enhanced

Purpose of role

To develop and deliver an accessible comprehensive counselling and support service for students, working in ways which are sensitive to the needs of families from a wide range of racial and cultural backgrounds.

Counselling and Support Service

- To be the key lead for developing and maintaining a high-quality counselling service for the Academy, that enhances the mental health and well-being of students.
- To undertake counselling and support responsibilities, working with individual students with a diverse range of issues and their families.
- To adhere to the ethical framework and code of practice of the British Association for Counselling and Psychotherapy with particular reference to supervision, confidentiality and record keeping.
- To be proficient and responsible in maintaining case records.
- To identify, order and maintain appropriate literature and other material relating to counselling.
- To liaise with external agencies when appropriate.
- To actively promote the counselling service.
- To be an active member of the Student Welfare Team.
- To organise CPD as required by the Academy, liaising with external training providers where appropriate.

- To maintain a high level of knowledge and awareness of changes and developments in the fields counselling and education and their impact in the delivery of counselling, attending internal and external training, where appropriate.
- To provide regular reports to the Academy Leadership Team regarding the performance of the counselling service.
- To undertake regular evaluation and monitoring of all aspects of the delivery of counselling and where appropriate make or recommend changes.
- To offer emotional regulation support
- To plan and deliver anger management sessions to students in a one to one or group setting focusing on
 - Identifying triggers of anger
 - Scenarios where high emotions are common
 - De Escalation of conflict
 - Strategies for controlling or avoiding anger

Child Protection

- To adhere to the academy Child Protection Policies in all areas of the role.
- To attend relevant CP training.
- To attend CP team meetings as required.
- To respond to and meet with students in crisis referred by members of the Student Welfare Team to assess the well-being/safety of students and the need for referral.

Other

- The post holder will be subject to performance objectives, which will be agreed and reviewed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy.

Safeguarding

- "The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

Additional Duties

- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Other Specific Duties

- Continue personal development as agreed.
- Engage actively in the performance review process.
- Undertake other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post-holder.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- In addition to a candidates' ability to perform the duties of the post, the interview will also explore
 - issues relating to safeguarding and promoting the welfare of children including;
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

This job description is current at the date shown, but following consultation with the post-holder may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To cooperate with the Principal in the fulfilment of the objectives of the academy's Health and Safety policies

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T) reference (R)
Training and Qualifications: <ul style="list-style-type: none"> • Counselling qualification at diploma or equivalent recognised by the British Association of Counsellors and Psychotherapists (BACP) DSL Trained • Qualification in work linked with children and young people. • Qualification in different counselling approaches. 	E D E	A A A
Experience <ul style="list-style-type: none"> • Successful experience of theory and practice in counselling in a practical, confidential setting as described by the BACP ethical guidelines • Experience of working with vulnerable children, young people or adults. • Experience of working with children, young people or adults with a range of needs. • Experience of working in an education establishment. • Experience of working with families and/or outside agencies • Experience of keeping written, confidential records. • Planning and delivering Anger Management sessions 	E E D D D E D	A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R
Knowledge <ul style="list-style-type: none"> • An awareness of child protection issues and safeguarding legislation including FGM and Prevent. • Knowledge of current research to identify trends and patterns. • An understanding of issues linked to confidentiality. • Knowledge of the referral processes to a variety of agencies. • An awareness of cultural differences and the implications for students. 	E E E D E	A/I/R A/I/R A/I/R A/I/R A/I/R

<ul style="list-style-type: none"> An awareness of Anger Management strategies to use with students 	D	
Skills and Abilities: <ul style="list-style-type: none"> Be able to support and actively promote the values and beliefs of the Academy. Have the ability to communicate effectively with children and adults at all levels, both individually and within groups. Be able to demonstrate ICT skills for professional use. Have the ability to analyse data. Have the ability to use initiative and work autonomously. Display an understanding of working as part of a team, including working alongside external agencies and families. Display a willingness to take responsibility for continued professional development. Have the ability to cope with stressful situations. Demonstrate enthusiasm for the role. Be able to work flexible hours if required. 	E E E E E E E E E D	A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

This post is subject to an enhanced DBS check. "The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".
