



## TRINITY CATHOLIC COLLEGE

**Job Title:** College Counsellor

**Responsible to:** Headteacher

### OVERALL RESPONSIBILITY

1. To provide a high-quality counselling service to students with a complex range of emotional needs.
2. To provide support, guidance and advice to pupils, parents/carers and professionals.
3. To observe confidentiality and to support the college's commitment to provide excellent teaching and learning for all students.
4. Contribute to the safeguarding and promotion of the welfare and personal care of young people and staff.

### SECTION 1 - DUTIES:

#### Specific Responsibilities

1. To be responsible for the confidential counselling services to students.
2. To directly disseminate advice and support to staff.
3. To maintain appropriate and confidential records in accordance with school safeguarding procedures.
4. To liaise with the Designated Safeguarding Lead on a frequent, timetabled basis.
5. To provide regular audit information such as numbers, age range and types of problems to the Leadership Team, as well as analysis of trends.
6. To have a thorough knowledge of the Mental Health provision locally and nationally.
7. To continually review and evaluate the service provided.

#### Pastoral Care

1. Deal with or report to the relevant member of the staff, incidents that are seen or reported regarding pupils' welfare.
2. Be mindful, at all times, of the college's Equal Opportunities policy.

#### Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Cooperate with the employer on all issues to do with Health, Safety & Welfare.

## **Continuing Professional Development**

1. Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
2. To arrange and deliver relevant training for staff as and when needs are identified.

## **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the college's continuing professional development programme:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.