



JOB DESCRIPTION - SCHOOL COUNSELLOR

Job Element	Detail
Job Title:	School Counsellor (part-time for up to 15 hours per week. Hours should ideally be spread over three days)
Reporting to:	Deputy Principal for Pastoral Care
Working with:	The School Lead Counsellor, Students and Staff
Start Date:	September 2021
Department/Location:	GCSE and A-level Departments Oxford International College 1 London Place Oxford OX4 1BD
Nature and Scope of the role:	<p>We are seeking to appoint a part-time Mental Health and Wellbeing counsellor for students studying GCSEs and A-levels.</p> <p>Working as part of Oxford International College's Pastoral and Welfare team, the successful candidate can expect to join a friendly and well-established support team made up of seven members of staff including a Pastoral lead, a Student Services Manager, an experienced Counsellor, the School Nurse and three Welfare Officers. At times, it will also be necessary to work with the boarding teams of which there are four.</p> <p>At OIC we work with a range of methods including Psychodynamic Counselling, CBT, Life Coaching and Art Therapy. Experience of working in a school or with young people would be advantageous. CBT training would also be a plus.</p> <p>OIC is a very academic environment where students sometimes feel the pressure</p>

	<p>of both parental expectations and their own desire to achieve.</p> <p>Whilst working as part of a committed team, the successful candidate will be responsible for their own clinical practice and professional development. They will contribute to the success of the pastoral offering and attend a vulnerable students weekly meeting.</p>
<p>Job Description:</p>	<ul style="list-style-type: none"> ✓ To always work within the guidelines of the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP). ✓ To respect the welfare and mental health of every member of our community. ✓ To deliver high quality counselling care to pupils using a flexible, pragmatic approach and with a view to offering up to twelve sessions for each student with the freedom to extend sessions if judged constructive. ✓ To actively support the emotional well-being of all pupils and to refer pupils to the GP, CAMHS or a Clinical Psychologist where appropriate and necessary. ✓ To preserve the confidential nature of the service provided to individuals whilst simultaneously responding appropriately to the college's duty of care to students and their families. ✓ To run initial assessments of students including those who present with multiple and complex problems and identify those at risk of academic or psychological breakdown. ✓ Following assessment, to select a therapeutic approach relevant to the needs of the individual or to refer to specialist services where available. ✓ Where time allows, to run and manage a variety of therapeutic activities for both individual and group therapy as well as potential psycho-educational workshops. ✓ To assess students at risk of suicide or self-harm and take appropriate action, alerting the DSL as a first step. ✓ To assess students at risk of developing a mental illness and decide on appropriate action. ✓ Where appropriate and necessary, to ensure that mental health support is available to pupils on an immediate or an emergency care basis. ✓ Where necessary, to supervise getting the student back to the school or boarding house safely or to alternative care, for example the GP or to hospital. ✓ To communicate as appropriate with parents and those who have care of pupils including the Deputy Principal for Pastoral Care, the Student Services Manager, House parents and Wardens and the Attendance Officer where

	<p>classes are missed for mental health reasons.</p> <ul style="list-style-type: none"> ✓ To be aware of College Policies and Procedures relating to Child Protection, COVID-19 and other policies in the Staff Handbook. ✓ To ensure that all new boarders with a social, emotional or mental health condition have either counselling appointments or a welfare meeting at the earliest opportunity. ✓ Where this is not possible, to make alternative arrangements including passing the care of a student onto a colleague having discussed the level of support that is necessary and assessed whether this colleague can provide suitable care. ✓ To create and/or implement independent support plans for pupils with specific social, emotional or mental health care needs. ✓ To keep accurate records, ensuring that dates of sessions are recorded and that missed sessions are flagged to the DP for Pastoral Care and any other college individual that is involved in the care of the student in question. ✓ To be smart and professional in appearance. ✓ To respond to emails promptly. ✓ To work collaboratively and develop networks within the organisation - e.g. the student service management, SEN specialists, boarding houseparents, the nurse, the progress tutors, NHS specific services and other charity organisations. ✓ To attend weekly meetings and discuss specific cases and the best ways to support the students.
<p>Child Protection, Discipline, Health & Safety</p>	<ul style="list-style-type: none"> ✓ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. ✓ To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. ✓ To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises. ✓ To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.
<p>Critical Success Factors</p>	<p>The successful candidate must:</p> <ul style="list-style-type: none"> ✓ Be registered with one of the following therapeutic bodies: BACP, UKCP, Chartership with the British Psychological Society, Registration with the Health and Care Professions Council (HCPC); or be qualified as a Clinical or Counselling Psychologist; ✓ have experience of delivering individual, psychodynamic and/or cognitive behavioural counselling/psychotherapy for a range of psychological problems

	<p>and at significant depth;</p> <ul style="list-style-type: none"> ✓ be familiar with students of secondary school age and have an understanding of the British education system, for examples GCSEs and A-levels; ✓ Experience and active interest in working in a multi-disciplinary team. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> ✓ Kind and caring with a calm demeanour. ✓ Approachable and enthusiastic. ✓ Qualified and experienced. ✓ Professional and discreet. ✓ Have excellent communication skills. ✓ Responsive in a timely manner. ✓ Enjoy working with young people.
Guiding Principles	<p>Members of staff uphold and contribute to the College's guiding principles and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
Holiday	17 days per annum + public holidays (pro-rata)
Hours of work	To be determined. The suggested hours are three 7.5 hour days per week.
Salary & Benefits	<p>Between £38,000 and 41,000 FT pro rata to 15 hours - which will be between £15,200 and £16,400 (depending on experience)</p> <p>College Pension</p>
<p><i>The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.</i></p> <p><i>Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.</i></p>	