



## **Job Description - School Counsellor**

### **Aim:**

The role is primarily to provide one to one counselling to pupils, to maintain appropriate records and liaise regularly with the School Doctor, Deputy Head and Medical Centre Nurses and with other professionals as necessary.

### **Main Duties:**

- To provide an independent and confidential counselling service to pupils and staff at The Portsmouth Grammar School, through individual sessions, responding to their personal, social, emotional or educational concerns;
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health at PGS;
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached);
- To uphold good practice as described by the BACP ethical guidelines.
- To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD).
- To make referrals, where appropriate and with the pupil's consent, to other agencies;
- To liaise, where appropriate and with the pupil's consent, with members of staff;
- To maintain appropriate records and to keep these secure;
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service;
- To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action;
- To play an active role in Safeguarding children and adhere with guidance from the PSCB and school policies.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling;
- To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP, the name and address of the supervisor to be supplied on request to the Second Master.
- To contribute in any other reasonable fashion to promote the safety and wellbeing of the pupils.

**Additional duties:**

- To provide relevant information via the Chaplain in advance of the Care list meetings;
- To write an annual report on the use of the service and the types of issues being presented;
- To attend meetings or discussion sessions with parents if asked and as appropriate within the agreed confidentiality guidelines above.

**Contract of Employment**

PGS is committed to safeguarding children and all applicants will be subject to an Enhanced Disclosure DBS check.

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance.

The school operates defined contribution pension scheme for all support staff and also has a non-contributory death-in-service policy. PGS also operates a salary sacrifice scheme linked to the payment of school fees.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All staff receive a free lunch as well as coffee and tea during any break period.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About us', or can be requested from the school on 023 9236 4250. An electronic application would be preferable, submitted to the school's Bursar, Don Kent, [d.kent@pgs.org.uk](mailto:d.kent@pgs.org.uk). All applicants should complete a support staff application form, and send a covering letter and full curriculum vitae. Postal applications should be addressed to The Bursar, The Portsmouth Grammar School, High Street, Portsmouth, Hants PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date is noon on Noon, 14 June 2013 and early applications are encouraged. Interviews will take place Friday 28 June 2013 with a preferred start date of September 2013.