ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services **POSTHOLDER:**

SECTION: Inclusion, Learning and Achievement **GRADE: PO3**

POST DESIGNATION: Schools Counselling Coordinator

Purpose of Job:

To be responsible to Outreach Counselling Manager for:

i) Supporting the Outreach counselling manager in the development and extension of the Outreach Counselling Service. This will include developing and growing the provision of on-site counselling for children and young people in schools. To extend service to parents and school staff.

ii) Support the development, maintenance and review of policies and strategies related to the RBG Outreach Counselling Service.

iii) To provide direct counselling to complex referrals received from school and local authority teams.

Manages up to 4 indirectly managed consultancy/contracting staff.

Main Duties:

1) To coordinate the counselling provision in a cohort of up to 10 schools, including liaising with school leads to ensure the implementation of a successful counselling service.
2) To undertake a rigorous recruitment process to recruit appropriate counsellors, both trainee and consultants/qualified, into the service.
3) To design and facilitate a suite of short courses that ensure counsellors are fully inducted into the service and individual schools and can work appropriately in schools and with children and young people.
4) To prepare effective client packs for each school and oversee all record keeping, including managing the process that ensures that schools have the correct processes in place that enable secure filing and record keeping of all referrals.
5) To contribute to the process that ensures adequate professional supervision and attendance for and by counsellors.

6) To provide both supervision (in their placements in schools) and clinical supervision to counsellors, both trainee and qualified, by ensuring adequate professional supervision and attendance for and by counsellors.
7) To support the manager in developing policies and strategies that ensure the Council's vision of the Outreach Counselling Services are delivered to the Communities of Greenwich.
8) To promote and publicise the counselling service to schools, local authority staff and service users and to maintain and manage individual schools waiting lists.
9) To be responsible for recording and maintaining accurate data/records of referrals received and ensuring it is correctly stored.
10) To manage and provide counselling to a small case load of complex clients.
11) To be a deputy safeguarding lead for the service and to ensure that all safeguarding concerns are responded to and managed promptly and correctly as per national and local policy/guidelines.
12) To ensure an appropriate maintenance and management of confidential client records and recording systems including the responsibly of safekeeping physical resources such as confidential records, as per national and BACP / NCS guidelines.
13) To be a key contributor to the development and implementation of business plans, team plans and evaluations of the service.
14) To work with the Outreach counselling manager to promote trainee counselling placements for Royal Greenwich Schools.
15) To ensure that all complaints and compliments are recorded and responded to promptly and appropriately.
16) To uphold confidentiality and good practice as described by the BACP ethical guidelines and to manage the process of ensuring that trainee counsellors also adhere to these practices.
17) To ensure that as a counsellor they and all trainee counsellors are properly and regularly supervised in-line with BACP recommendations and to proactively develop and maintain guidelines for counsellors and counselling, based on BACP procedures and policies.
18) Promote positive mental health within the team and ensure counsellors take self-care from Burnout, Compassion Fatigue and Vicarious Trauma.
19) To support schools and counsellors in enabling children and young people to move to greater self-knowledge which will help them deal with life changes through counselling support.
20) To assist in the development and implementation of a client centred service for children and young people in schools, ensuring a safe, supportive and empowering environment is created to stimulate the personal development of young people.
21) To contribute to monitoring and evaluation procedures, risk assessments, quality standards are in place so that the service provided responds to the identified needs of children and young people.
22) To know the boundaries of personal competence and responsibility, know when to involve others, and know where to get advice and support.
23) To liaise with key staff, professionals and organisations to ensure a cohesive support programme/package is provided for children and young people including the attendance and contributions to regular professional/ team meetings.

24) To have a flexible approach to working hours, with an ability to work evenings, where necessary.
25) To undertake any other work appropriate to the level and general nature of the post's duties.
26) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
27) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
28) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
29) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
30) This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.
31) To undertake supervision/management of staff as and when required.
32) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Outreach Counselling Manager