



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

High School Counsellor

Purpose:

- Provide an independent and confidential counselling service to students, responding to personal, social, emotional and educational concerns
- Lead and co-ordinate proactive approaches and strategies to enhance the current counselling on offer, strengthening the positive ethos of the school, and the continued development of strong Christian principles across the school community
- Ensure that appropriate Safeguarding and Child Protection measures are fulfilled
- Leading strategies to sensitively engage male students in particular, protecting vulnerability and underpinning a narrative of help seeking

Reporting to: The High School Principal

Liaising with: High School Leadership Team, High School Counsellor, Primary Counsellor, SENCO, Nurse, Heads of Year, Key Stage Coordinators, Teachers, Tutors, and the Primary Leadership Team

Main Duties and Responsibilities

- Implement a suitable and structured referral system to identify, collect and collate information on students who may require support. A specific emphasis is placed on enhancing male student provision
- Set up systems for assessing the needs of students who may have long or short term emotional, personal, social and / or educational difficulties
- Provide specialist help, support, and advice to students in individual and / or group settings
- Provide specialist help, support and advice to parents, staff members and outside agencies, where appropriate
- Co-ordinate and lead interviews or case conferences which include all relevant stakeholders and maintain the appropriate communication, involvement and support of all parties concerned
- Advise and assist staff members on appropriate strategies, in order to give students, support and guidance for their emotional, personal, social and / or educational development
- Review, identify and acquire appropriate resources and instructional materials to strengthen and support the counselling services and PSHE curriculum offered across the school
- Implement a proactive approach to educating students, staff, and parents on PSHSE issues, such as Safety, Social Media, Belonging, Friendship and Healthy Living
- Liaise with other professionals within and outside of the school to utilise their expertise and resources, in order to carry out the work of support effectively

- Monitor, review, and report upon (where appropriate) student progress and development, in order to make informed decisions on next steps required
- Provide follow-up and support to students who are receiving help from outside agencies.
- Provide regular reports to the School Leadership Team on the relevant actions, activities and services provided within the boundaries of the need to maintain confidentiality.
- Coordinate the emergency response of the school in matters of trauma affecting (or potentially affecting) the whole school population.
- Keeping excellent records

Other Responsibilities

- Implement a programme of peer mediation, in order to develop a restorative culture within the School ethos
- Be responsible for maintaining and updating personal professional development, CPD records and professional registration
- Deliver staff training

KNOWLEDGE, EXPERIENCE AND SKILLS:

1. **Education:** A counsellor should possess a degree in counselling or the equivalent qualifications. Teacher training and experience within the classroom would be an asset.
2. **Skills:** Must be self-motivated, able to work on one's own. Should be upright; both ethically and morally. Able to identify with and communicate with children. Must be in a well-balanced emotional state. Must possess good interpersonal and communication skills. Must be flexible, understanding, and caring. Should be a positive presence and lead with positivity.
3. **Knowledge:** Counsellor must understand the problems affecting children; policies set by the Education Department and the school; Youth Policy and the Juvenile Law; and functions of agencies of support.
4. **Working Relationship:** Counsellor works with the Pastoral staff, teaching staff, administration and the school staff. Liaison and communication should be maintained with the Ministry of Education/Department Educational Services (viz a viz Educational Psychologist, Truancy Officer, etc.), The Department of Children and Family Services and other essential resource personnel.
5. **Decision making:** Counsellors are responsible to make decisions which are in the best interest of the client and school. The concept of confidentiality determines the nature and content of any information shared about clients.

ASSIGNMENT AND PLANNING OF WORK:

1. Work is generated through referrals from within the school, from parents, outside agencies and self-referrals from students.
2. Appointments are made to see students, whether on a one-on-one basis or in a group setting.
3. The counsellor can plan schedules around the activities of student or staff and allowances are made for emergencies. Planning is done when setting up interviews, visiting a home or arranging case conferences. Time varies according to the particular circumstances.
4. A counsellor can be called upon at any time when an emergency occurs.

All Staff Are Expected To

- Maintain robust confidentiality at all times with regard to student information and related school matters
- Support the Christian principles as well as the aims and ethos of the school, for example, setting good examples in terms of dress, punctuality, tone, and demeanour
- Uphold the school's staff Code of Conduct and all other policies
- Attend and participate in staff CPD sessions, school-based meetings, student performances and extra-curricular activities, where appropriate
- Assist with various duties as assigned by the Principal, according to the needs of the school

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

Signed:

Post holder name _____

Post Holder _____ Date _____

High School Principal _____ Date _____

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