



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Primary School Counsellor

Purpose:

- Provide an independent and confidential counselling service to the students, responding to their Social, Emotional Mental Health (SEMH) and/or educational concerns
- Provide CPD for the staffing team in supporting children's needs in good mental health and wellbeing
- Working with the PSHE lead and Head of Pastoral, to develop positive approaches and strategies to enhance the positive ethos of the school, the PSHE curriculum and the continued development of strong Christian Principles across the School Community
- Ensure appropriate Safeguarding and Child Protection measures are delivered and fulfilled
- Support Designated Safeguarding Lead (DSL) with staff training as required

Reporting to: The Primary School Designated Safeguarding Lead (DSL) and Head of Pastoral

Liaising with: Principal, Primary Leadership Team, Class & Specialist Teachers, other school Counsellors, MASH

Main Duties and Responsibilities

- Implement an effective, structured and transparent referral system to identify, collect and collate information on students who may require support
- Implement a timetable for counselling students, as required and identified by individualised plans.
- Set up systems such as SDQs (Strength and Difficulties Questionnaires) for assessing the needs of students who may have long or short term SEMH and/or educational needs
- Provide specialist help, support and advice to students in individual and/or group settings
- Provide advice to parents and outside agencies, where appropriate
- Provide referral counsellor advice to staff, as appropriate, upon request by staff members
- Provide service as Child Protection Officer as directed by the Designated Safeguarding Lead (DSL).
- Co-ordinate and lead meetings or case conferences which include all relevant stakeholders and maintain the confidential communication, involvement and support of all parties concerned, as required
- Advise and assist staff members on appropriate classroom and playground strategies, in order to give students support and guidance for their SEMH and/or educational development
- Working with the subject leads, review, identify and acquire appropriate resources and instructional materials to strengthen and support the counselling services and PSHE curriculum offered across the school e.g. MBIMO.
- Support a proactive approach to educating students, staff and parents on PSHE issues, such as Safety, Friendship and Healthy Living and My Body Is My Own (MBIMO)
- 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 in the area of support
- Provide regular reports to the Primary Leadership Team on the relevant actions, activities and services provided, including timetabled students
- Through clear timetabling, provide a drop in counselling support for children at break and lunchtimes

- Working with the DSL, implement School Safeguarding and CP policies, procedures and practice
- Working with the Primary leadership team to implement the School Behaviour policies, procedures and practice
- Monitor CPOMS and respond as appropriate, taking next steps in tandem with the Designated Safeguarding Lead (DSL)

Other Responsibilities

- Positively support the implementation of school peer mediation strategies (including Power of 5) to develop a restorative culture within the school ethos, through assemblies and training
- Work with the School Assistant Supervisor to develop effective playtime strategies and plans
- Carry out gate duties as required
- Lead CPD sessions for staff team to ensure staff are up to date with latest advice and training
- Be responsible for maintaining and updating personal professional development, CPD records and professional registration
- Maintain an effective Primary School Counselling room as a space to support children as required
- Attend PS meetings as required
- Monitor and induct all staff in the area of safeguarding training, including new staff at the start of the new school year and as required ongoing training throughout the year as new staff are on-boarded. (N.B Where new staff training commences prior to the start of the school year, time off in lieu will be agreed.)
- Undertake other duties as may be required or designated as relevant to your role to by the Principal.

All Staff Are Expected To

- Maintain 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 and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- 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.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post Holder's Name: _____ Date: _____

Post Holder's Signature: _____

Primary School Principal's Signature: _____ Date: _____

Updated June 2025