

## Job Description

### Post: Academy Counsellor

#### Purpose

To challenge educational and social disadvantage by providing an effective student counselling service in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Provide impartial guidance and support to students on a wide range of issues that are, or may become, barriers to learning in order to ensure their participation and progress within their course of study.
- Maintain accurate and up to date records of advice and support provided to students. This information should be clearly communicated to the relevant parties working in the curriculum / support areas.
- Develop and maintain effective links and make appropriate referrals to local external agencies to ensure students access appropriate and relevant advice and support, as required, in conjunction with the Designated Safeguarding Lead and / or the SENDCo.
- Work with other support teams within the academy to help promote a holistic system of support for students.
- In consultation with your line manager, attend relevant professional supervision.
- Represent the academy in internal and external meetings, as appropriate.
- Assist in the publication of fact sheets for students regarding the services available.
- Liaise with other staff to support the continual development of the academy's tutorial programme to include sessions for students on issues such as health, stress management, addiction, behaviour and other areas relevant to the support of students.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Safeguarding team.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***