

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Secondary School Counsellor	Reference: October 2022
Function/Department	Secondary School	Location: AIS
Manager Title	Head of Department	
Position Type	Fixed Term	
Position Status	Full Time	

## Position Objective

- Provide professional expertise, and support to the school community and networks in the development and implementation of plans, programs, and procedures to assist students in achieving positive educational, developmental and lifelong learning outcomes.
- Collaboratively negotiate, develop, and implement programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

School Counsellors contribute towards, and assist in the provision of a comprehensive student support program that is responsive to the identified and changing needs of students. School Counsellors are required to provide this service in collaboration with other school-based personnel and external support providers.

## Specific Responsibilities

- Collaborate with school staff / counsellors in the identification and development of universal and targeted activities/programming/individual plans, for all students addressing the possible areas of academic development, life and career development and knowledge of self and others
- Contribute to the professional development of staff and provide support to staff relating to student concerns
- Provide opportunities for parent education
- Administration and maintenance of case notes/records/confidential files
- Provide support to individual students and families; including advice on external resources
- Maintain up-to-date knowledge and competency in areas that effect the development of the child and assessment tools utilised to evaluate and diagnose disorders

**It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

## Position Requirements

The following would be advantageous, although not mandatory:

- Professional membership, or credentials that meet the criteria for professional membership of a state/national counselling association
- A certificate in cognitive behaviour therapy or similar
- An awareness or experience in the area of child protection matters
- Current full registration or eligibility for registration, as a teacher from a recognised educational body.

## Qualifications & Skills

- A minimum of two (2) years full-time, supervised experience working with children and/or young people in an educational, child protection or counselling environment
- Minimum One year full-time (or part-time equivalent) coursework Masters, majoring in counselling from a recognised university or
- Registration as a psychologist through a recognised regulation agency, or a fourth year qualification in psychology

## Contacts

- Students, Heads of Year, Heads of Department, Parents

## Working Conditions

- Official working hours 8am to 4pm or as required

## Terms of Employment

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- Paid Annual Leave during prescribed school holidays
- Paid sick and hospitalisation leave