

St Peter's School

Job Description

Student Counsellor

Post Holder:

Salary Grade: Grade F, Scale Point 16 - £14,109 (actual) gross per annum

Contractual Weeks Term Time only

Contractual Hours 20 hours per week

Mon to Fri – 9am to 1pm (can be flexible)

KEY ROLE AND RESPONSIBILITIES

To provide a professional, confidential, and evidence-based therapeutic counselling service to students. The successful candidate will help students overcome emotional, psychological, and social barriers to learning. They will also collaborate closely with the pastoral team to foster a whole-school culture of mental wellbeing.

MAIN DUTIES

Reporting direct to the Assistant Headteacher for Inclusion and through him/her to the School Business Manager, the Inclusion Room Lead is responsible for the following tasks:-

Clinical & Therapeutic Delivery

- Provide 1:1 counselling sessions to students presenting with diverse issues including anxiety, low mood, self-harm, bereavement, and trauma.
- Conduct initial clinical assessments to evaluate student needs, identify psychological risks, and manage the internal referral system.
- Deliver brief, solution-focused interventions as well as longer-term therapeutic support where appropriate.
- Facilitate occasional group interventions or drop-in wellbeing sessions to meet student needs dynamically.

Safeguarding & Multi-Agency Collaboration

- Adhere strictly to child protection policies and escalate any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) in line with UK Keeping Children Safe in Education (KCSIE) regulations.
- Liaise with external healthcare providers such as Child and Adolescent Mental Health Services (CAMHS), social care, and local GPs when specialist onward referral is required.
- Work alongside school staff, including nurses, Special Educational Needs Coordinators (SENCOs), and teachers to support vulnerable pupils.

Administration & Professional Standards

- Maintain secure, confidential case records on the school's digital safeguarding platform (MyConcern) complying with UK GDPR legislation.
- Attend regular clinical supervision in compliance with professional body requirements.

- Provide anonymous data summaries (e.g., referral trends, impact metrics) to senior leadership to guide the school's mental health strategies.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

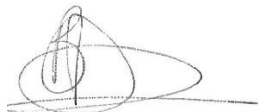
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or Designated Safeguarding Lead

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post holder

Date



Signed

Headteacher

Date 16.6.2026

Agreed: June 2026

Review: