



Excellence for All

Job description

Job Title: Counsellor

Grade: M6 (2 days per week TTO)

Overall purpose of the post

To provide high-quality counselling and emotional wellbeing support for students within a specialist SEND setting aged 2–19 years. The counsellor will work therapeutically with students on a 1:1 basis, facilitate small group interventions, support parents/carers, and work collaboratively with school staff and wider therapeutic teams to promote positive emotional health, wellbeing, and engagement in learning across the school community.

Main responsibilities

Direct Therapeutic Support

- Provide individual counselling and therapeutic interventions for students with a range of special educational needs and disabilities.
- Plan and deliver therapeutic group sessions to support social, emotional, and mental health needs.
- Adapt counselling approaches to meet the communication, sensory, and developmental needs of students.
- Develop supportive and therapeutic relationships that promote emotional resilience, self-esteem, and wellbeing.
- Maintain accurate, confidential, and professional records in line with school policies and professional standards.

Parent and Family Support

- Offer emotional support, guidance, and strategies for parents/carers where appropriate.
- Work collaboratively with families to help support student wellbeing and emotional regulation.
- Attend meetings with parents/carers when required.

Collaborative Working

- Work closely with teaching staff, emotional therapies teams, and leadership to support the emotional wellbeing of students.
- Collaborate with speech and language therapists, occupational therapists, emotional therapists, and other professionals across the school.
- Contribute to multidisciplinary discussions and reviews regarding student needs and provision.
- Provide advice and strategies to staff to support students' emotional regulation and wellbeing within the classroom environment.

Safeguarding and Professional Responsibilities

- Adhere to all safeguarding, child protection, and confidentiality procedures.
- Recognise and respond appropriately to safeguarding concerns in line with statutory guidance and school policy.
- Always maintain professional boundaries and ethical practice.
- Participate in supervision, professional development, and relevant training opportunities.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

Person specification

Key Criteria	Requirement	Desirable
Qualifications and Experience	Relevant recognised counselling qualification. Membership or accreditation with a recognised professional body (e.g., BACP, UKCP, HCPC or equivalent). Experience of working with children and young people. Understanding of SEND, including autism, communication difficulties, and social, emotional, and mental health needs. Experience delivering both individual and group therapeutic interventions. Knowledge of safeguarding and child protection procedures.	Experience working within a specialist school or SEND environment. Training in therapeutic approaches relevant to children and young people with additional needs. Experience supporting parents/carers within educational settings.
Essential Skills and Qualities	Excellent interpersonal and communication skills. Ability to build positive therapeutic relationships with children, young people, families, and staff. Flexible and creative approach to therapeutic support. Ability to work effectively as part of a multidisciplinary team. Strong organisational and record-keeping skills. Empathy, resilience, and professionalism.	