

**Brentwood Catholic Children's Society: RCN 1000661**

*BCCS*

**Job description – in school counsellor**

**Job Title:**      **Counsellor**      Part-Time: up to 3 days p/w.  
Term time only

**Area:**              London and surrounding areas

**Reports To:**    Director, **BCCS**  
Catherine Munns, Head of School Services and Clinical Development

Our team here at **BCCS** needs an appropriately qualified Child and Adolescent therapist/Play Therapist/Art Psychotherapist to join our team. The successful candidate will divide their time equally between administrative tasks and providing students with guidance and support. They will offer therapy to students in schools within the London area and will have experience of working within the school setting in this capacity.

You must hold a full driving licence (have access to a car) and be IT competent.

**Purpose of Job:**

- To provide therapy to children/ young people and their families, working in a way that promotes the safety and well-being of children and young people. You will engage directly with children/young people in schools and will, where appropriate, undertake work with parents.
- To ensure the promotion and maintenance of professional standards in services for children/families and schools.
- To work closely with schools and, in particular, to demonstrate a deep understanding and practical understanding of the values, ethos and sensibilities of Catholic schools.

**Main Accountabilities:**

- To plan, organise and manage a case load of children/young people referred through the schools.
- To respond effectively and flexibly to referrals from the schools or referrals sent directly to the society.

- To complete initial and ongoing assessments and reviews to determine the nature of the provision of service to children, young people and families.
- To work closely with nominated school personnel sharing information in the best interests of the child and his/her family.
- To offer consultation and advice to school personnel on issues affecting children/young people and their families.
- To work with the school on safeguarding issues involving the statutory services as necessary and attending professional meetings as required.
- To maintain casework records, provide monthly statistics and to complete reports in line with the Society's policies.
- To carry out any other appropriate duties that may be required, which are commensurate with the post.