

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Pupil Wellbeing Counsellor & Life Skills Co-ordinator
&
Pupil Wellbeing Counsellor and Health Care support

Grade: G7

JE Reference: A10274

Directly Responsible To: Deputy Headteacher (Pastoral)
Headteacher

Hours of Duty: 37 hours per week/Term time + 2 weeks (negotiable)

Primary Purpose and Scope of the Job:

To remove the barriers to learning by offering bespoke packages to students experiencing difficulties & to strategically co-ordinate and lead whole school training / workshops designed to provide life skills for pupils and parents

WORKING RELATIONSHIPS

SLT
Safeguarding Team
Pastoral Team
Governor responsible for Community Committee
Parents/carers
Local Authority
Outside agencies / Outside training providers

KEY TASKS AND ACCOUNTABILITIES

****Green highlighted tasks are specific to Pupil Wellbeing Counsellor & Life Skills Co-ordinator**

***Yellow highlighted tasks are specific to Pupil Wellbeing Counsellor and Health Care support**

1. To be a member of the Safeguarding Team
2. Line manage a range of staff across the school when co-ordinating life skills workshops**
3. Lead and co-ordinate small and medium sized projects across the school including being creative in the application of initiatives and resources to meet the needs of the pupils and the school**
4. Strategically use data and patterns through research, survey and day to day experiences to determine whole school and small group workshops / training for staff / pupils / parents & carers

5. Manage a budget for sourcing external training providers and guidance to the school
6. Ensure excellent communication through multiple platforms such as internal communications, school noticeboards, newsletters, school website and social media
7. Demonstrate highly developed interpersonal skills in order to convince / persuade recipients both pupils and parents/carers to accept a possible unwanted decision, follow an unwanted course of action in order to support the pupil
8. To work with external agencies providing support to students
9. Log information for individual students
10. To work with identified students experiencing difficulties
11. Coordinate external mentoring programme
12. Coordinate appointment system for mentoring
13. Supervise mentoring sessions and organisation of review meetings
14. Attendance at Pupil Progress Panels to discuss bespoke packages for student support
15. Liaising with school nurse and attendance at support meetings for individual students
16. To supervise the pupil health care room when required*
17. To support children requiring first aid and undertake the relevant training – which is provided by the school*
18. To promote good health care to children and to provide advice*
19. To liaise with parents on health care matters*
20. School lead on Smoking Cessation initiative*
21. Provide emotional and mental health wellbeing support and guidance to students
22. Deliver support sessions to pupils waiting for CAHMS appointments
23. Identify students requiring support, assess and offer relevant support programmes
24. Delivery of internal support programmes for students on and off site
25. To work alongside teaching staff support Health Champions*
26. Attend multi agency meetings, providing progress reports where necessary
27. Work with PSHE lead on developing student's understanding of relevant emotional health and wellbeing issues
28. To complete CAHMS referral forms
29. Liaise with CAHMS workers about referrals and outcomes of assessments
30. To complete forms to refer students to the MASH team
31. Working with students to build resilience
32. Organise external providers to delivery awareness sessions
33. Meet with students and parents to discuss bespoke packages
34. Use of CPOMs
35. To supervise a break out space for vulnerable students during non-timetabled periods of the school day
36. Carry out all duties with due regard to confidentiality and data protection regulations
37. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
38. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained

without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: February 2024

Revised by: Headteacher

Postholder: Vacant

Signed:

Date: