



JOB DESCRIPTION

Job Title: Lead Counsellor	Department: Whole School
Reports to: Assistant Principal/Deputy Principal	
Role: The Lead Counsellor will oversee and lead the counselling and wellbeing programme for the students. The Lead Counsellor will play a vital role in fostering a supportive and inclusive environment that promotes the emotional and mental wellbeing of all students.	
Key Accountabilities:	
<div><div>1. Programme Leadership:</div><div><div>• Develop, implement, and evaluate a comprehensive counselling and mental health programme tailored to the needs of a diverse student population</div><div>• Lead a team of counsellors, providing guidance, supervision, and support.</div></div></div> <div><div>2. Counselling Services:</div><div><div>• Provide individual and group counselling sessions for students experiencing emotional, behavioural, or psychological challenges.</div></div></div> <div><div>3. Collaboration and Communication:</div><div><div>• Work closely with teachers, parents, and school administration to promote a holistic approach to student wellbeing.</div><div>• Facilitate workshops and training sessions for students, staff, parents and other educational professionals on mental health awareness, well-being, and support strategies, including with external providers.</div></div></div> <div><div>4. Crisis Intervention:</div><div><div>• Respond to mental health emergencies and crises, providing immediate support and intervention as needed.</div><div>• Develop and implement crisis management plans for students in collaboration with school leadership.</div></div></div> <div><div>5. Policy Development:</div><div><div>• Contribute to the development of school policies related to mental health, wellbeing, and behaviour management.</div><div>• Ensure compliance with relevant legislation and best practices in counselling and mental health services.</div></div></div> <div><div>6. Data Management and Reporting:</div><div><div>• Maintain accurate records of counselling sessions and interventions, ensuring confidentiality and compliance with data protection regulations.</div></div></div>	

- Prepare reports on the effectiveness of counselling services and student wellbeing initiatives for school leadership.

7. Cultural Competency:

- Demonstrate cultural sensitivity and an understanding of the unique challenges faced by students from diverse backgrounds.
- Adapt counselling approaches to meet the cultural and linguistic needs of students and their families.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

This JD lists all the key responsibilities and tasks. The position holder may be required to do additional tasks to fulfil the role effectively.

Personal Attributes:

- Compassionate and empathetic with a passion for supporting students' mental health and wellbeing.
- Strong leadership skills with the ability to inspire and motivate a team.
- Resilient, adaptable, and able to handle challenging situations with professionalism.

Experience/Qualifications/Skills

- A relevant degree in Psychology, Counselling, or related field with over 10 years of experience.
- Previous leadership experience preferred.
- A recognised counselling qualification (e.g., BACP, UKCP, or equivalent).
- Substantial experience in a counselling role, preferably within an educational setting. Strong knowledge of child and adolescent mental health issues and evidence-based counselling practices.
- Excellent communication, interpersonal, and organisational skills.
- Ability to work collaboratively in a multicultural environment.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: