the Latimer Arts College

INFORMATION PACK

Counsellor and Pastoral Intervention Officer

The Latimer Arts College

Job Description			
Role:	Counsellor and Pastoral Intervention Officer	Postholder:	
Scale:	Grade H14-17	Hours:	8am - 3:45am Mon/Wed/Fri 8am - 4pm Tue/Thu
Line Manager:	Assistant Principal: Attendance Behaviour and Safeguarding Lead	Days:	36.75 hours per week 39 weeks per year
Direct Reports:	None	Date:	January 2027

General Responsibilities

To be part of the wider Pastoral Team.

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To liaise with parents and carers, and external agencies as appropriate;
- To contribute to the following general duties, some of which will be on rotation, with some tasks allocated to specific team members:

  Morning, break, lunchtime and end of school day duties, lesson changeover presence, remove room cover or pick-ups, internal suspension room supervision, detention support;
- To support uniform standards, punctuality expectations and to promote HEART values;
- To be linked to a House;
- To undertake any additional duties as deemed reasonable by the Principal.

Specific Responsibilities

- To provide targeted emotional, therapeutic and pastoral support to students across the school, helping them to overcome barriers to learning, improve emotional wellbeing, develop positive behaviours and engage successfully with education.
- To use their professional counselling skills and experience to deliver targeted support to students experiencing Emotionally Based School Avoidance (EBSA);
- Provide individual counselling and therapeutic support to students experiencing emotional, social or mental health difficulties;
- Establish trusting and professional relationships with students, creating a safe, confidential and supportive environment;

- Support students with issues including anxiety, low self-esteem, emotional regulation, friendship difficulties, family circumstances, bereavement and other personal challenges;
- Use a range of counselling approaches and evidence-informed strategies appropriate to the age and needs of secondary-aged students;
- Support students in developing resilience, self-awareness, coping strategies and positive approaches to managing challenges;
- Recognise when a student's needs fall outside the scope of the postholder's role and refer or escalate concerns appropriately;
- Maintain accurate, confidential and up-to-date records of counselling sessions and interventions, in line with school policies and professional requirements;
- Working alongside the attendance team to identify patterns of absence relating to key students;
- Support the attendance and pastoral team with regard to missing students;
- Support the pastoral team with behaviour and punctuality after lunchtime.

PERSON SPECIFICATION: Counsellor and Pastoral Intervention Officer

SELECTION CRITERIA (no priority order)			
Qualifications	**Essential**	**Desirable**	**Method of Assessment**
A good standard of education to at least level 3 standard or equivalent	X		Application form / verified at interview
High standard of literacy and numeracy to at least level 2 standard	X		Application form / verified at interview
Relevant professional qualification in counselling	X		Application form / verified at interview

Working with Children and Young People	**Essential**	**Desirable**	**Method of Assessment**
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview

Knowledge and Experience	**Essential**	**Desirable**	**Method of Assessment**
Experience of delivering counselling and pastoral intervention to secondary age students	X		Application form
Experience of delivering counselling to adults		X	Application form
Knowledge and experience of school behaviour and attendance systems and related government guidance		X	Application form / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Experience of working with and knowledge of services available to support young people and families	X		Application form / interview

Skills	**Essential**	**Desirable**	**Method of Assessment**
Highly skilled in a range of assertive discipline strategies	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Strong ICT skills, especially Word and Excel	X		Interview
Strong skills in data analysis	X		Application form / interview

Personal Qualities	Essential	Desirable	Method of Assessment
Authoritative, consistent and fair: a commanding presence	X		Application form / reference / interview
Ability to communicate effectively and relate well to all stakeholders	X		Reference / interview
Ability to handle difficult situations with sensitivity, confidentiality and discretion	X		interview
Ability to work as part of a team	X		Application form / interview
Evidence of resilience when working effectively under pressure	X		Reference / interview
Good sense of humour	X		interview

Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of school life		X	Interview
Evidence of commitment to professional development	X		Application form / interview