



## Counselling Services Manager (Newham)

- Hours:** Part-time, 2 days (16 hours per week). Term time only (based on 39 weeks per year).
- Location:** Newham, with occasional travel for Team Meetings
- Salary:** Actual pay: £13,200, paid equally on a monthly basis over 12 months (equivalent of £44,000 full time salary)
- Manager:** This role will report to the Counselling Partnership Manager

### Introduction

We are recruiting for a Counselling Services Manager to join our partnership, which provides a school-based therapeutic service that benefits the entire school community. The programme implements high-quality support for children and families affected by social, emotional and mental health needs (SEMH).

The programme currently works in primary schools across the London Boroughs of Ealing, Harrow, Tower Hamlets and Newham. Our multi-disciplinary team includes Psychotherapists, Art Psychotherapists, Child Counsellors, Clinical Supervisors and trainee therapists, who provide flexible, timely and targeted interventions to improve emotional wellbeing and help children to thrive.

We work in partnership with children, parents and carers, and staff playing an important role in each school's pastoral system, in the knowledge that working together benefits the child.

### Our Mission and Values

#### Mission

We work collaboratively with our school communities to enable all children, young people, parents and carers to access mental health support.

#### Values

## **Trust**

We build trust by being honest, transparent and accountable in the way we work with children and young people, staff, and partners, and by providing services and programmes whose outcomes are measurable and evidenced-based.

## **Partnership and Collaboration**

Relationships are at the heart of our work. We prioritise communication and collaboration with partners, families and communities, believing that by working together, we create more effective and holistic outcomes for children and young people.

## **Nurturing**

We provide a nurturing approach based on safety and space for creativity, exploration, and growth. We care for our children, young people, parents and staff, and support them in realising their potential.

## **Impact**

We are committed to measuring our impact through quantitative and qualitative data in order to continually improve the service delivery, thus making a greater difference to the lives of children, young people, and their parents and carers.

## **Job Description**

### **Overview**

We are seeking a dedicated individual, who is passionate about helping children achieve their full potential, to join our partnership.

In the role of Counselling Services Manager, you will draw on your experience as a qualified therapist, as well as your excellent organisational and relationship management skills, to effectively coordinate and lead the service, working flexibly and responsively within your school. You will be the bridge between the service and the school, working closely with the school's staff (e.g. senior leadership, teachers, safeguarding leads, inclusion team, etc.) and attending multi-agency meetings.

Your responsibilities will include managing referrals and assessments, liaising with parents and carers, maintaining accurate records, and monitoring and evaluating the impact of the service. You would also: deliver some time-limited 1:1 support to parents and teachers; provide group interventions, assemblies and parent workshops; run the self-referral drop-in service 'The Space'; and support therapist working in your schools.

## Key Responsibilities

### Counselling Services Manager

- Coordinate an effective high-quality service, working within the parameters of the school contract and ensuring clarity about the agreed levels of service
- Work with the Partnership team to monitor and evaluate the impact of the service
- Develop administrative systems which ensure the smooth running of the service, ensuring accurate records and timely reports
- Provide termly reports to school and other multi-agency organisations
- Ensure that the referral process is followed and all necessary consent documentation is obtained
- Carry out assessments and match children to appropriate therapists and trainees
- Build strong relationships with the Senior Leadership team and other staff to ensure effective communication and collaborative working
- Develop relationships with parents and carers demonstrating empathy and flexibility to ensure contact with those that are hard to reach
- Oversee trainees and therapists, and manage the team effectively
- Run lunchtime drop-in sessions for children
- Provide drop-in sessions for parents
- Provide drop-in sessions for staff
- Run themed termly assemblies
- Run themed termly parent workshops
- Provide staff inset training
- Provide thorough inductions for new team members
- Develop a full understanding of the course requirements of trainees to ensure that placements are meeting trainees' requirements, and that all appropriate documentation and administration is complete
- Work in collaboration with the school to promote the wellbeing of all children
- Work as part of the wider Schools Counselling Partnership team, developing relationships in Team Meetings and working collaboratively

### Clinical Work

- Lead and deliver short-term 1:1 sessions with parents and staff
- Lead group sessions for children and group sessions, offering a safe and supportive environment
- Provide online therapy, if necessary and appropriate
- Attend clinical supervision

- Undertake regular CPD, including an annual Level 3 Safeguarding Training provided by us
- Carry out an annual assessment on the therapy room, and ensure that the room is safe and resources are suitable

## Safeguarding

- Maintain the Schools Counselling Partnership's Safeguarding practices, in collaboration with the school's own policy and process, to ensure that safeguarding of the child is paramount
- Work with the School's Safeguarding Lead/s, ensuring all safeguarding concerns are followed through

## Person Specification

### Knowledge & Qualifications

- Accreditation, or working towards accreditation, to a professional body, e.g. UKCP, BACP, HCPC, BAT, BAPT
- A recognised qualification in counselling or psychotherapy with children, e.g. Art Therapist, Child Psychotherapist, Play Therapist, Adult Therapist
- Knowledge of attachment in schools, practice and interventions with children, young people and adults
- Appreciation and knowledge of different modalities, theory and practice
- Understanding of best practice and evidence-based practice in therapy

### Experience

- Excellent experience working as a qualified therapist
- Working with marginalised children and families
- Working within a fast-paced, challenging environment
- Working in an educational setting (desirable)
- Working within a multi-disciplinary team
- Managing a team/trainees (desirable)

### Skills & Abilities

- Excellent time management, planning and prioritisation skills
- Ability to use own initiative and to work autonomously
- Ability to motivate, encourage and support a diverse team
- Ability to make informed, timely decisions and exercise sound judgement to prioritise actions

- Excellent written and verbal communication skills
- Good IT skills, including Microsoft packages and Outlook
- Ability to quickly establish personal and professional credibility, and build effective relationships
- Ability to work in a variety of settings with culturally diverse families and communities

**Attributes**

- Personal and professional integrity
- High levels of confidentiality and discretion involving both clients and fellow employees
- Commitment to therapeutic best practice
- Resilient, with a flexible approach and a hands-on attitude
- Positive attitude, with a friendly and approachable manner
- Enthusiasm for working with professional partners and other organisations to find collective solutions for our beneficiaries
- Reflective and keen to learn from past experiences, able to give and receive effective feedback, and to improve personal performance

**Safeguarding**

- Knowledge and understanding of safeguarding best practice, with the ability to respond appropriately to any safeguarding concerns and to contribute to the continual improvement of safeguarding best practice at the Schools Counselling Partnership

**General**

- Commitment to the mission, vision and values of the Schools Counselling Partnership and a desire to play a role in transforming provision for marginalised children and their families
- Commitment to equality, diversity and inclusion
- With guidance and support from your manager, and with attendance on appropriate training courses, develop skills to further your work and own CPD

**Information**

- Please make your application by submitting your C.V., along with a supporting statement which clearly demonstrates how you meet the Person Specification criteria. (We will be reviewing shortlisted candidates closely against Person Specification.)

- We are committed to safeguarding and promoting the welfare of children and young people. All roles are subject to safer recruitment practices, and this position will require an Enhanced Disclosure with Barred List check from the Disclosure and Barring Service (DBS)
- Our children and families and staff come from a wide range of backgrounds, and we value the unique contribution that each individual can bring to the Schools Counselling Partnership. We strongly believe that a diverse and inclusive team is vital to our work, and we welcome applications from all sectors of the community. We are especially interested in hearing from individuals who are Black, Asian or from a minority ethnic background
- For further information, an informal discussion or if you require any reasonable adjustments at any stage of the application process, please contact: [tmedcalf.307@lgflmail.org](mailto:tmedcalf.307@lgflmail.org)