

**Job Title:** Counsellor

**Job Purpose:** To provide a supportive in-house service to all College Students through one to one counselling sessions on a confidential basis.

**Responsible to:** Head of Student Services

**Responsible for:**

Working with the Lead Counsellor to deliver the Counselling Service throughout the college campus

1. Providing confidential one to one counselling for students
2. Providing initial assessment of student cases, signposting to other counsellors, in college or external services as required.
3. Contributing to building up an information bank for students
4. Liaising with external agencies as required e.g. Children's Services, outside counselling agencies, Mental Health team, Police
5. Promoting the awareness of the Counselling Service to teaching staff, administration staff, students and parents
6. Promoting the awareness of the Counselling Service to outside agencies and other Colleges and Counsellors
7. Working with the Deputy Principal (Welfare & Progression) to provide a cohesive support for students
8. Liaising with the 'Hub' to manage student demand for counselling and wellbeing support
9. Setting up and attending Counselling supervision according to BACP guidelines
10. Maintaining confidentiality regarding student information and records
11. Assisting the Lead Counsellor in producing regular reports on the counselling service for the Senior Management Team
12. Prioritising the safeguarding of all students and participate in training on safeguarding matters.
13. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
14. Any other duties as may reasonably be required by the Principal

Post: College Counsellor

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BACP Accreditation or equivalent (or eligible for accreditation)</li> <li>• Post Graduate Diploma in counselling or equivalent</li> </ul>		Application form /original certificates at interview
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Minimum of 2 years post qualification experience</li> <li>• Experience of working within an educational setting</li> <li>• Experience of working with young people</li> </ul>	Application form/interview
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Empathy with young people and parents</li> <li>• Ability to work as part of a team and also unsupervised</li> </ul>		Application form/interview/Activity
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self-confident</li> <li>• Display a commitment to the protection and safeguarding of children and vulnerable adults</li> <li>• Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.</li> </ul>		Interview/Activity