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

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

- 1. Providing confidential one to one counselling for students
- 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

May 2023

Post: College Counsellor

Category	Essential	Desirable	Ascertained by
Qualifications	BACP Accreditation or equivalent (or eligible for accreditation) Post Graduate Diploma in counselling or equivalent		Application form /original certificates at interview
Experience		Minimum of 2 years post qualification experience Experience of working within an educational setting Experience of working with young people	Application form/interview
Additional Skills and Abilities	 Excellent communication skills Empathy with young people and parents Ability to work as part of a team and also unsupervised 		Application form/interview/Activity
Other	 Self-confident Display a commitment to the protection and safeguarding of children and vulnerable adults 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 		Interview/Activity

Conditions of Service

17 hours per week (Tuesdays and Wednesdays) and term time only (38 weeks a year) which is 0.3787 FTE. Salary on the Support Staff Scale in the range 31 – 33 which is currently £28,073 - £29,924 per annum FTE. Actual salary £10,631 to £11,332 pa. Automatic entry to the Local Government Pension Scheme.