



Bedford Girls' School Job Description and Person Specification Volunteer Counsellor

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Counselling Students Y7-Y13, one-to-one or small group sessions. Supporting them with their anxiety, worries, and mental health.
Job Title:	Volunteer Counsellor
Department:	Pastoral
Location:	Bedford Girls' School
Job Purpose:	To work alongside the School Counsellor, have a small caseload. Be in school weekly, a minimum of four hours/week. To support and nurture the students and help them manage emotions and stresses.
Reporting Line:	Melanie Lowe
Hours:	Minimum of 4, can be more
Salary:	Voluntary Position, No salary
Line management responsibility for:	Not applicable
Main duties and responsibilities:	Working in a confidential setting counsellors provide support to students in exploring feelings, anxieties and life events that impact on their emotional wellbeing. Through this process clients are able to feel more empowered to manage their mental health and make positive life changes. To maintain client confidentiality appropriately. To keep accurate records of counselling sessions

This job description is current but is liable to variation to reflect changes in the requirement of the post. You may also be required to undertake such other comparable duties as the School requires from time to time.



Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	To be either a trainee counsellor in the final year of a recognised theoretical model of counselling OR A qualified counsellor at diploma level or above Student BACP membership or NCS registration or equivalent	Course to have included module on working with adolescent clients. To have an online counselling qualification	Production of the Applicant's certificates
Experience:	Worked in a supportive role with young people, adults or families Experience of support work, face to face work Minimum of 30hrs counselling	Worked in a school or education setting Safeguarding Training	Application Form Interview
Skills	Can keep up-to-date client records and case notes at the school Demonstrates an understanding that the client's needs are paramount Demonstrates an understanding of a user- centred approach Will take responsibility to fulfil i-hasco training and CPD outside of the school in line with BACP requirements		Application Form Interview Professional references



Bedford Girls' School Job Description and Person Specification Volunteer Counsellor

Knowledge	Shows evidence of having undertaken a significant amount of personal development work through their training. Understand Mental Health Issues		Application Form Interview Professional references
Personal competencies and qualities	Willing to work to BACP Code of Ethics and BGS Policies Willing to participate in group supervision or one to one supervision Demonstrates insight into young people's feelings, concerns and challenges Understanding of diversity and difference. To demonstrate a non judgemental , congruent and respectful approach Ability to demonstrate the desire to achieve an excellent standard in the field of practice Desire and Focus on students individual needs, support them to be able to engage with school and have meaningful and positive experiences		Application Form Interview Professional references