

PERSON SPECIFICATION

Job Title	Trainee Counsellor
Department / Group	Pastoral
Reporting	Head of Department / Line Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential Desirable
Education and Qualifications	
• To have a commitment to continuous professional development	E
• You will have or be willing to undergo appropriate First Aid training	D
• You will be currently training to become a qualified child/adolescent counsellor, psychotherapist or counselling psychologist studying at diploma level or above	E
• You will be pre-approved as ready to practice and hold a student counselling membership with BACP or another professional body.	E
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	E
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E
Experience	
• Experience working in a school environment or other educational setting and using school systems such as SIMS / Bromcom	D
• Experience working in a culturally diverse setting with students of mixed learning abilities, to include young people with special educational needs (SEN)	D
• Experience planning and delivering learning activities	D
• To have experience of working with challenging behaviour	D
• To have had at least 12 hours of personal therapy before starting placement and then to have ongoing personal therapy throughout their placement (in line with their training course requirements)	E
Professional Skills and Knowledge	
• Strong organisational and time-management skills, with the ability to prioritise effectively under pressure while maintaining balance and perspective	E
• Ability to build effective working relationships with students and adults	E
• Knowledge of how to help adapt and deliver support to meet individual needs	D
• Ability to work effectively both independently and as part of a team, demonstrating the ability to multi-task and work flexibly in a demanding role	E

<ul style="list-style-type: none"> Active listening skills, with the ability to remain calm and composed in stressful situations. 	E
<ul style="list-style-type: none"> Ability to use IT packages including word processing, spreadsheets and presentation software 	E
Personal Qualities	
<ul style="list-style-type: none"> Enjoyment of working with children, demonstrating empathy, sensitivity and understanding to build positive, effective relationships with students. 	E
<ul style="list-style-type: none"> Resilient, positive and forward-looking, with the ability to inspire, motivate and challenge students while embracing change and making a positive difference 	E
<ul style="list-style-type: none"> Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school 	E
<ul style="list-style-type: none"> Punctual, reliable, patient, meticulous and conscientious 	E
<ul style="list-style-type: none"> A commitment to achieving the best outcomes for all pupils, underpinned by high expectations for children's attainment and progress and a strong promotion of the school's ethos and values 	E
<ul style="list-style-type: none"> Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment 	E
<ul style="list-style-type: none"> You have an awareness of and a commitment to equal opportunities 	E
<ul style="list-style-type: none"> You have a commitment to safeguarding and promoting the welfare of children, young people and adults 	E
<ul style="list-style-type: none"> You have an awareness and adherence to relevant health and safety regulations and policies 	E

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

ADDITIONAL INFORMATION

Safeguarding and Equalities

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Baring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Recruitment

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks