



## **COLLEGE COUNSELLOR**

Sir John Deane's Sixth Form College (Northwich)

Band 5

SP 15 – SP 19

Job Description & Person Specification

### **Job Description**

#### **Reporting to**

Mental Health and Wellbeing Lead

#### **Main Responsibilities**

1. To offer to students an individual counselling service, employing a variety of counselling techniques tailored to individual needs.
2. To offer a model of counselling that enables students to work towards a state of independence.
3. To work with a diverse range of issues including but not limited to bereavement and loss, eating disorders and self-harm, depression and anxiety.
4. To maintain systems of referral and confidential record keeping.
5. To be aware of equal opportunities issues relating to the counselling process.
6. To be familiar with relevant legislation (e.g. Safeguarding, equality diversity and inclusion and prevent) and to ensure compliance.
7. To refer any safeguarding concerns to the designated safeguarding lead.
8. To implement appropriate personal, technical and organisational measures to ensure that data processing is performed in accordance with UK GDPR, and review and update those measures where necessary.
9. To carry out such other duties, as the job develops, as may be reasonably required by the principal in accordance with the college's flexible approach to the efficient delivery of a quality support service.
10. It is expected that the postholder will undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of their duties.

11. The post holder will also be expected to assist in ensuring the safety and wellbeing of students.
12. The postholder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

## **Other**

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.
7. This role follows a college academic calendar and requires onsite attendance from the start of the academic year on GCSE Results Day (third Thursday in August), ending in mid-July.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
Relevant degree or equivalent qualification		✓
Post-graduate qualification in counselling, minimum Diploma standard		✓
Professional registration with BACP, UKCP or equivalent		✓
Professional accreditation with BACP, UKCP or equivalent	✓	
<b>Experience</b>		
Post qualification counselling experience		✓
Experience of working with children and young people		✓
Experience providing one to one counselling support to young people or adults		✓
Experience supporting students with additional learning needs or disabilities		✓
<b>Knowledge &amp; Skills</b>		
An understanding of the developmental, emotional, social and educational issues of students		✓
Knowledge of local mental health and CAMHS		✓
Knowledge of safeguarding legislation, child protection procedures and professional responsibilities		✓
Understanding of confidentiality, consent, information sharing and data protection		✓
The ability to work autonomously and independently		✓
Excellent verbal and written communication skills		✓
Ability to remain calm under pressure		✓
Ability to multi-task, prioritise and work to deadlines		✓
<b>Attributes</b>		
Empathetic and approachable		✓
Ability to build trusting relationships		✓
Excellent active listening skills		✓
Professional, ethical and maintains appropriate boundaries		✓
Flexible and adaptable to changing priorities		✓
Reliable and organised		✓
Positive, proactive and solution focused		✓
Honest and trustworthy		✓
Patient and understanding		✓
Committed to safeguarding and promoting the welfare of young people		✓