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| **Job title** | College Student Counsellor | **Contract** | Support |
| **Salary** | £25,527 per annum | **Hours & Basis** | 37 hours – Flexibility required; some early morning/late evenings may be required |
| **Report to**  **(direct)** | Inclusion Coordinator/ Inclusion Manager | **Report**  **to**  **(indirect)** | Head of Inclusion |

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| **Primary purpose of role** | |
| The major component of the counsellor’s role is to work with individuals and small groups in a supportive/ counselling function, supporting students to stay at college and maintain their academic progress while developing their self-management and resilience.  The role works in conjunction with the wider network of college support functions and is fundamental to the delivery of cross-college specialist support services. The Counsellor will work as a member of the Inclusion and Support cross-college teams on all college sites. | |
| **Job Dimensions** | **Key relationships** |
| 1. Counselling individual students and groups across all college sites 2. To provide assistance to those students who need support within the counselling sector. 3. Working closely with external agencies involved with student health and welfare and contributing to a bank of reference and supporting information. 4. Advising staff with respect to students in difficulties who do not wish to access the Counselling Service. | 1. Students 2. Inclusion and Support Coordinators 3. Inclusion and Support Teams (Specialists, Trainers, Education support and communication support workers) 4. Teachers /Curriculum delivery staff 5. Intervention and Student Services Teams 6. Personal Coach Team 7. Supervisor |
| **Key role responsibilities and deliverables** | |
| * Counselling individual students and groups across all college sites. * Work with the team of counsellors to coordinate the provision across the college. * To liaise with College Managers and staff teams at all levels. * Advising staff with respect to students in difficulties who do not wish to access the Counselling Service. * Participating in student induction programmes to promote the Inclusion and Counselling Services. * Working closely with external agencies involved with student health and welfare and contributing to a bank of reference and supporting information. * Determining resources required for the counselling team and student use. * Monitoring the use of the Counselling Service, producing reports and identifying targets for the management team. * Monitoring, identifying and providing specialist counselling to meet the needs of the inclusive college. * Providing training for teaching and business support staff on counselling and student support issues. * Recruiting, training and managing the work of volunteer counsellors. * Sustaining the development of the Counselling Service in line within Equal Opportunities Policy and practice. | |
| **Derby College responsibilities and deliverables** | |
| * To provide a professional customer service to both internal and external customers * To ensure that quality standards are set, monitored and reviewed in all areas of our work * To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload * To take responsibility for one’s own professional development and continually update as necessary * To comply with all relevant policies and to assist in the development of Inclusive practices to make reasonable adjustments under the Equal Act * To comply with all Health and Safety policy, child protection and Risk Assessment policy and legislation in the performance of the duties of the post * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health * To comply with all aspects of the Data Protection Act * To adhere to the College’s Computer Network Acceptable Use Policy * To undertake dynamic risk assessments during your working practice and ensure formal RAs are carried out for any ongoing activity * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health & Safety, Child Protection and Risk Management policy and legislation in the performance of the duties of the post. * To comply with all aspects of the Data Protection Act. * To adhere to the College’s Computer Network Acceptable Use Policy. * To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity. | |

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| **Capability requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)** | | |
| 1. Knowledge and ability to apply theories of professional working as a counsellor in line with BACP guidelines. 2. Knowledge of and/or the ability and commitment to acquire knowledge of the Equality Act 2010 and the SEND Code of Practice 2014. (Be sensitive to matters relating to discrimination in terms of race, colour, nationality, ethnic or national origin, religion, age, disability, gender, sexual orientation, marital status or ex-offending background.) 3. The range of courses and support services available in Further Education Colleges. 4. Ability to respond flexibly to changing climate of needs within the organisation 5. Commitment to undertake ongoing development 6. Understanding of a variety of progress assessment methods to meet the diverse needs of our students (English, maths and wider skills). 7. Experience of forming and maintaining therapeutic relationships with young people and adults 8. Experience of working in line with relevant safeguarding and protecting children procedures (with particular reference to indentified vulnerable groups) 9. Minimum of 200 hours counselling contact time with clients from a wide range of backgrounds. 10. Experience of training others in counselling or interpersonal skills. 11. Experience of working with students with learning difficulties/disabilities. 12. Experience of managing and maintaining a diverse workload. | E | I/AC |
| D | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| E | A,I/AC |
| D | A,I/AC |
| E | A,I |
| D | A,I/AC |
| D | A,I/AC |
| E | A,I |
| **Qualification Requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)** | | |
| 1. University (or equivalent) Diploma in Counselling Approach 2. BACP accreditation or working towards BACP accreditation 3. Level 2 Maths minimum 4. Level 2 English minimum 5. Teaching qualifications (PTLLS/CTLLS etc) 6. First Aid and/or Health & Safety | E | A |
| E | A |
| E | A |
| E | A |
| D | A |
| D | A |
| **Essential Competencies (A = Application, I = Interview, AC = Assessment Centre)** | | |
| * Excellent and responsive interpersonal and communication skills * Approachability and adaptable * Integrity and Trust * Ability to communicate effectively with students in a range of settings * Ability to respond flexibly to changing climate of needs within the organisation. * Confidentiality * Ability to liaise effectively with staff at all levels * Good written skills and IT communication skills * The ability to travel between sites. | E | I/AC |
| E | AC |
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PRINT NAME (IN CAPITALS): SC Name 1

SIGNATURE: SC Signature 3 DATE: SC Date 3