

HAYDON SCHOOL  
**PERSON SPECIFICATION – SCHOOL COUNSELLOR**

Job requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Diploma in counselling</li> <li>• GCSE or equivalent in English</li> <li>• Accredited BACP</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of BACP</li> <li>• Working towards BACP accreditation</li> </ul>
Professional experience and background	<ul style="list-style-type: none"> <li>• Counselling placement with young person, minimum of two years</li> <li>• Experience of establishing boundaries when working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Reference from supervisor</li> <li>• Experience of working with young people from different cultures and ethnicity</li> <li>• Experience of working in a school setting</li> <li>• Ability to be able to work independently</li> <li>• Knowledge of other agencies who can work with and support young people</li> <li>• Experience in partnership working</li> </ul>
Personal and Interpersonal Skills	<ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Ability to work under pressure</li> <li>• Excellent communication skills</li> <li>• Flexibility to deal with unplanned events</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Energy and enthusiasm</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Knowing limitations and when to take Child Protection issues further</li> <li>• Keep accurate monitoring and records</li> <li>• Ability to work as a team member</li> <li>• Ability to work in own initiative</li> <li>• Ability to offer support to the whole school following a crisis for a young person</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of SIMS</li> <li>• Good level of IT</li> </ul>
Health	<ul style="list-style-type: none"> <li>• A good attendance record</li> <li>• Evidence of holding a demanding position working with young people</li> </ul>	

**DATE – SEPTEMBER 2024**