**JOB DESCPRIPTION/**

**PERSON SPECIFICATION**

**JOB TITLE:** College Counsellor (Integrative)

**REPORTING TO:** Welfare Manager

**ACTUAL Salary:** Scale SO2 (Points 36-38), £31,185 - £32,766 (pro rata) per annum, inclusive of Outer London Allowance

**Working hours:** 36 hours x Term Time Only

(plus 5 extra days per annum within the first 5 years of service)

**Main role**

To work in a confidential setting providing counselling support to students and staff, applying a range of therapeutic strategies with the aim of enabling them to cope with challenges, or to make positive changes in their life where necessary.

**Specific Responsibilities:** Key measurable activities suitable for objective setting and appraisal:

* Establish a relationship of trust and respect with students and staff as part of the college community
* Agree a contract with clients to set expectations (including confidentiality);
* Encourage clients to talk about issues they feel they cannot normally share with others;
* Actively listening to client concerns and empathising with their position;
* Accept without bias the issues raised by clients;
* Support clients towards a deeper understanding of their concerns;
* Challenge any inconsistencies in what clients say or do;
* Support clients to make decisions and choices regarding possible ways forward;
* Refer clients to other sources of help, as appropriate, in conjunction with the Welfare Manager/team
* Attend case supervision and training courses as deemed appropriate
* Liaise, as necessary, with other agencies and college staff to help make changes based on the issues raised by clients;
* Work to agreed targets in relation to client contact;
* Lead on and facilitate the development of therapeutic group activities where needs arise
* Keep records and feed into the collection of data for the purpose of informing future support services
* Support Welfare and Inclusion team with one off drop in interventions when needs arise
* Contribute to multi-professional meetings (respecting client confidentiality) to support the college’s overall mission and strategic aims
* Any additional duties deemed appropriate to the role

The post holder will be expected to:

* Play a full and enthusiastic part in College life
* Be flexible and responsive in all aspects of the post
* Prioritise workload and meet deadlines
* Demonstrate initiative to solve problems independently
* Undertake such duties as may be determined from time to time

The post holder will be expected to be available to work outside of their normal hours from time to time, to support key activities during the academic year. For example, enrolment, roadshows, open evenings, parents' evenings etc. Advance notice would be given and appropriate time off in lieu would be negotiated. Some additional flexibility may be required for the post holder in relation to the specific demands of the role.

*This job description is current as of July 17. In consultation with the post-holder, it is liable to variation by the Principal to reflect or anticipate changes in or to the job of College Counsellor and may be formally reviewed by the Welfare Manager with the post-holder annually.*

**Person Specification**

**Qualifications, experience, personality, other qualities required for the role:**

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| --- | --- | --- |
| **Criteria** | **Essential/**  **Desirable** | **Assessed Via:** |
| Relevant counselling degree/professional qualification | **E** | **A** |
| BACP accredited/registered member | **E** | **A** |
| Intergrative (preferred theories – Humanistic, CBT) | **E** | **A** |
| Experience of working with young people within an educational setting | **E** | **A** |
| Reliability | **E** | **I** |
| Excellent IT and adaptive technology | **E** | **I** |
| Attention to detail | **E** | **I** |
| Team player | **E** | **I** |
| Good communicator | **E** | **I** |
| Approachable and friendly manner | **E** | **I** |

**Key to Assessment Methods:**

A = Application Form

L = Letter of Application

I = Interview

P = Presentation

T = Task