**Job Title: College Counsellor**

**Responsible to: Head of Pastoral**

**Terms of Reference**

Cardiff Sixth Form College was set up in 2004 as a small private tutorial centre in response to a perceived need in the community to cater for those students of high academic ability but relatively modest financial means. The College is located in the heart of Cardiff City occupying a site providing spacious and modern teaching and administration facilities alongside state of the art and luxurious student accommodation. Located in the vibrant city of Cardiff, our college prides itself on the fact that our students form strong bonds with each other whilst being encouraged to participate in a wide variety of extracurricular activities in a friendly environment.

The aim of Cardiff Sixth Form College is to prepare students for a well -balanced, modern life with outstanding levels of educational achievement. A combination of small class sizes, individual attention and excellent teaching leads to first class academic results with the College being recognised consistently as the ‘Number 1 Sixth Form College in the UK’ since 2011.

Cardiff Sixth Form College has approximately 300 A-level students and brings together some of the most talented students from the local area and over thirty different countries, providing a stimulating environment in which to study. Students bring an enthusiasm and focus to their studies and, are hungry for knowledge and success, resulting in students gaining places on highly competitive courses, such as medicine, dentistry and veterinary science and also courses such as economics, law and engineering.

Cardiff Sixth Form College is an Equal Opportunities Employer and is caring and reasonable in its approach to all staff.

**Purpose of the job:**

To provide counselling services for students to enable learners to better manage the personal challenges, difficulties or problems confronting them, whether perceived or actual. To work fully as part of the college staff and the pastoral team to safeguard learners and make sure that all students utilising the service are supported appropriately across all areas of college life.

**Roles and Responsibilities:**

* To offer pupils individual or group counselling and support, accepting without bias the issues raised by students;
* To provide information on the service to staff, parents and pupils; offering guidance in how to best support students through a range of issues such as (but not limited to) bereavement and loss, transition, eating disorders and self-harm, depression, anger management, anxiety and fears;
* To ensure that students are made aware of who the designated link person is and that learners understand that sharing information to this individual on a ‘need to know’ basis will assist in supporting them both academically and personally during their time at college; especially when students are under the age of 18;
* Having a clear understanding of safeguarding issues/concerns within a college environment and the many forms that these take, understanding that not raising these concerns to the designated safeguarding lead would constitute in a breach of college policy and may result in a child protection issue;
* To immediately report any child protection disclosures to the college’s designated safeguarding lead, in line with all college policy and procedures;
* Ensure that pastoral and academic staff are given full guidance on how to best support and care for individual learners throughout their time at college;
* To keep the college Vice Principal informed and updated on the level of service provided and to work within the college’s systems for referral which are managed by the Head of Pastoral;
* Fully support the college’s additional learning needs department, passing on information concerning additional support needed in lessons and for examination purposes to ease student worry;
* To willingly work in partnership with the Head of Pastoral and wider pastoral team to support students who may be upset or distressed, recognising that whilst these students may not be receiving counselling that they may still need support;
* To contribute to the college’s PSHEE programme, undertaking college assemblies as required;
* To network with other personnel from external agencies, as needed;
* To review, evaluate and report on the service to management;
* To keep appropriate records as required;
* To attend multi-disciplinary meetings when required to ensure that learners are appropriately being supported,
* To attend key college calendar events, to include but not limited to; Sports Day, the Cultural Event, the Talent Show and the Eisteddfod,
* To undertake any other duties as requested.

**Qualifications**

A degree and also an accredited counselling qualification.

**Person Specifications**

* The ability to work well as part of a team and to be an integral member of the college staff;
* To have an understanding of student issues within a college environment, preferably a boarding context and how students can be supported with these both pastorally and academically;
* Knowledge of working within the educational sector with 15-18 year olds;
* Excellent communication and interpersonal skills;
* Excellent time keeping;
* Patience, tolerance and sensitivity;
* Flexibility;
* An understanding of multi-cultural issues.

**Terms & Conditions**1 Remuneration: £18,000 - £24.000 pro rata for part time

2 Working Hours: To be discussed at interview

3 Holiday entitlement: 30 days’ pro rata for part time

4 Notice period: 1 term

5 Probationary period: 6 months reviewable at discretion of CSFC

6 Pension: Inclusion in the Cardiff Sixth Form Pension Plan