



Role Description

Business Area

Student Support

Job Title

Counsellor

Salary Scale

BS 5 - £22,065.80 - £26,660.81

Location

Hopwood Hall College

Accountable to

Head of Student Support & Equality

Hours of work

29 hours per week

Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

Purpose

To provide confidential and professional counselling for students of the college and to publicise and promote the service within the college.

Duties

1. To provide 1:1 counselling to students. This will include making assessments and offering 'emergency' sessions where appropriate.
2. To adhere to the BACP's/ UKPC ethical framework
3. Support college initiatives on safeguarding, mental health and wellbeing
4. Maintain confidential notes on counselling sessions
5. Develop, maintain and promote activities and resources for client use including online resources.
6. To work closely with the student support tutors and safeguarding team to ensure the safety and wellbeing of learners and appropriately escalate any safeguarding concerns
7. To complete update statistics on the take up of the service and report on the finds
8. Develop and maintain relevant links with outside agencies to enhance the referral network of the college.
9. Keep abreast of developments in counselling and psychotherapy and maintain relevant ongoing professional development.
10. Attend relevant meetings and staff development activities, and contribute to staff training activities where required.

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11. To liaise with other college staff as appropriate to ensure an integrated approach, maintaining multi-disciplinary boundaries.
12. To report on counselling activities to line managers as required.
13. To support the placement counsellors in the development of their role
14. Ensure continuous development and improvement of professional knowledge.
15. Any other duties, of a similar level of responsibility, as may be required.

All staff are responsible for:

Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults

Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work

Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements

Equal Opportunities: performing their duties in accordance with Hopwood Hall College's Equality, Diversity and Inclusion Policy

Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

Person Profile

"The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects."

Qualifications

Essential Criteria

Diploma in Counselling

Membership with an ethical framework eg BACP

How Identified: Application

Desirable Criteria

A relevant 1st Degree

How Identified: Application

Experience

Essential Criteria

Significant experience of delivering counselling to young people and adults.

Evidence of continual updating of good practice, especially in relation to counselling.

An understanding of and commitment to equality of opportunity and inclusive learning.

How Identified: Application / Interview

Desirable Criteria

Knowledge of issues relating to safeguarding, child protection, health education and substance misuse.

Experience of working in an FE environment

Experience of working in a multi-cultural environment.

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How Identified: Application / Interview

Specialist Knowledge

Essential Criteria

A knowledge of issues faced by young people and adults including:

- Mental Health, Anxiety, stress and depression
- Trauma and ACEs (Adverse Childhood Experiences)
- Bereavement/loss
- Neglect and Abuse
- Gender and sexuality issues

Working knowledge of Safeguarding / Child Protection legislation

Knowledge and understanding of the needs of clients with additional learning and support needs

How Identified: Application / Interview

Essential Criteria

Familiarity or experience of mental health assessments

Understanding of issues around harassment.

How Identified: Application / Interview

IT Skills

Essential Criteria

Competent user of Microsoft applications

Willing to undertake training appropriate to role

How Identified: Application / Interview

Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising	Less relevant

2. Supporting and Co-operating	
2.1 Working with people	Essential
2.2 Adhering to principles and values	Essential

3. Interacting and Presenting	
3.1 Relating and networking	Essential
3.2 Persuading and influencing	Essential
3.3 Presenting and communicating	Desirable

4. Analysing and Interpreting	
4.1 Writing and reporting	Essential
4.2 Applying expertise and technology	Essential
4.3 Analysing	Desirable

5. Creating and Conceptualising	
5.1 Learning and researching	Essential
5.2 Creating and innovating	Essential
5.3 Formulating strategies and concepts	Desirable

6. Organising and Executing	
6.1 Planning and organising	Desirable
6.2 Developing results and meeting customer expectations	Essential
6.3 Following instructions and procedures	Essential

7. Adapting and Coping	
7.1 Adapting and responding to change	Essential
7.2 Coping with pressures and setbacks	Essential

8. Enterprising and Performing	
8.1 Achieving personal work goals and objectives	Essential
8.2 Entrepreneurial and commercial thinking	Less Relevant

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.