

PERSON SPECIFICATION

Post: Student Counsellor

Responsible to: Safe Guarding Manager

CRITERIA	E: ESSENTIAL		D: DESIRABLE
	E	D	METHOD OF ASSESSMENT
<u>FORMAL QUALIFICATIONS</u>			
1. Level 4 Diploma in Counselling.	✓		Application form.
2. Enhanced DBS disclosure clearance (following appointment).	✓		Application form.
3. I.T. qualification to level 2 or higher.		✓	Application form.
4. Evidence of recent relevant training.		✓	Application form.
5. Working towards/achieved or willingness to achieve BACP accreditation.	✓		Application form/interview.
<u>BACKGROUND AND EXPERIENCE</u>			
1. Previous experience of counselling.	✓		Application/interview.
2. Familiarity with issues which affect young people and may require counselling support.	✓		Application/interview.
3. Knowledge of up-to-date safeguarding practices and Keeping Children Safe in Education 2018 (gov.uk).	✓		Application/interview.
4. Experience of working with 16-19 year olds.		✓	Application/interview.
5. Ability to communicate very effectively with 16-19 year-old students, college staff and parents/carers.	✓		Application/interview.
6. Ability to support adult learners as and when required.	✓		Application/interview.
7. The ability to work well with small groups of students in addition to providing one-to-one support.	✓		Application/interview.
8. An excellent record of attendance and punctuality.	✓		Application/interview.

9. Ability to form links within and outside the organisation in order to enhance provision.	✓		Application/interview.
10. An ability to deliver training sessions/presentations to small/medium size audiences.	✓		Application/interview.
11. Experience of delivering training sessions and conducting presentations to small/medium size audiences.		✓	Application/interview.
12. An ability to comply with the requirements needed to perform this role in relation to working with children and/or young people/vulnerable adults.	✓		Application/interview.

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<u>PERSONAL QUALITIES</u>			
1. Ability to meet deadlines.	✓		Application/interview/references.
2. Ability to work under pressure.	✓		Application/interview/references.
3. Ability to maintain discretion and confidentiality.	✓		Application/interview/references.
4. Good team working skills.	✓		Application/interview/references.
5. Ability to represent the college at external meetings/events			
6. Excellent communication and presentational skills, orally and written.	✓		Application/interview/references.
7. Excellent organisational/planning skills.	✓		Application/interview/references.
8. Flexibility and adaptability.	✓		Application/interview/references.
9. Ability to motivate students.	✓		Application/interview/references.
10. Self-motivation and the ability to manage own workload.	✓		Application/interview/references.
11. Positive attitude.	✓		Application/interview/references.
12. Problem-solving skills.	✓		Application/interview/references.
13. Commitment to the Ethos and values of the college.	✓		Application/interview/references.
14. Commitment to Equal Opportunities.	✓		Application/interview/references.
15. Ability to innovate.		✓	Application/interview/references.
16. A sense of humour.		✓	Application/interview/references.