



## Job Description

<b>Post:</b>	Student Counsellor
<b>Salary/Grade:</b>	Grade 7: 30-33 (£24,162 - £26,593) per annum, pro rata. Actual salary £12,938 - £14,240 per annum
<b>Responsible to:</b>	Safeguarding Manager
<b>Working time:</b>	0.6 FTE Normal hours are 9.30am – 4.20pm on Wednesday, Thursday and Friday, Term Time plus 5 Days.

### Main purpose of the post:

A well-qualified Student Counsellor is required to offer counselling and support services to students of the college. The successful candidate will work within the Student Services department alongside another Counsellor, Senior Tutors, Senior Tutor Managers, the college's Safeguarding Manager and the college Chaplain to support "at risk" students, enabling them to successfully complete their college course.

### Main duties:

#### 1 Operational/Strategic Planning

- 1.1 To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and Safeguarding.
- 1.2 To work flexibly in the interests of the organisation as required.
- 1.3 Contribute to setting standards in the Pastoral Department's annual self-assessment report and action plan in line with the College's planning and quality assurance procedures.

#### 2 Training / delivering

- 2.1 To establish within college self-help groups and to lead in the training and supervision of these groups.
- 2.2 To inform relevant professionals and staff when it is felt that a student is at risk to themselves in accordance with the BACP guidelines and Child Protection legislation
- 2.3 To ensure that 'at risk' students are aware of the range of support available, both internally and via external agencies as appropriate.
- 2.4 To work alongside other Student Support Staff and in close liaison with teaching staff, where appropriate, in order to ensure that effective and co-ordinated support is provided for students.

#### 3 Curriculum Provision and Development

- 3.1 To liaise closely with Senior Tutors to identify students who may require counselling.
- 3.2 To be aware of, and respond to local and national issues, particularly mental health problems in young people.
- 3.3 To take part in staff development, as appropriate, including personal supervision.

- 3.4 To work closely with Senior Tutor Managers and the college's Safeguarding Manager to ensure that tutorial curriculums respond to local and national issues, particularly mental health problems in young people.
- 3.5 To liaise closely with Senior Tutor Managers and the college's Safeguarding Manager in order to provide pastoral support to students that enhances their personal development and helps model positive behaviours and attitudes.

#### **4 Staffing**

- 4.1 Participate in continual professional development and enhance and share good practice.
- 4.2 Support staff in developing literacy skills across curriculum areas.

#### **5 Safeguarding**

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
- 5.2 Be an active member of the college's Safeguarding Case Management Team.
- 5.3 Contribute to the cross-college Safeguarding Group.

#### **6 Discipline**

- 6.1 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy (which forms part of the Student Handbook).

#### **7 Quality Assurance**

- 7.1 Participate in the College's appraisal system and have an annual review meeting with your line manager.
- 7.2 Keep a professional development file to record personal training and development.

#### **8 Equality and Diversity**

- 8.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

#### **9 Management Information and Administration**

- 9.1 To keep accurate records of sessions and provide statistics on a regular basis to the Safeguarding Manager and Assistant Principal Student Services.

#### **10 Communications**

- 10.1 Attend College events, briefings and meetings as part of the College's meeting schedule.
- 10.2 Use the College's systems, policies and procedures to communicate issues as necessary.

#### **11 Marketing and Liaison**

- 11.1 Contribute to the marketing and promotional activities of the College and the Student Services Department.

#### **12 Management of Resources**

- 12.1 Contribute to IT resources especially use of the college's student monitoring system and the VLE.

#### **13 Other**

- 13.1 Contribute to the college mission and values and support the aims and objectives of the College.
- 13.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook.
- 13.3 Undertake any other duties of an equal nature as assigned by the Principal or his designated alternate.