

Person Specification – School Counsellor

Responsible to: Deputy Headteacher and Team Leader

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
Experience:				
• Experience of multi-agency work	E	✓	✓	
• Experience of child protection procedures	E	✓	✓	
• Previous experience within the education sector	D	✓	✓	
• Ability to understand, and work with, young people aged 11-18 years	E	✓	✓	
Qualifications / Training:				
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	E	✓	✓	✓
• A relevant professional Post-Graduation and B.A.C.P or UKCP accreditation	E	✓	✓	
• BACP accreditation or UKCP registration	E	✓		
Knowledge / Skills:				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	✓
• Understanding of and commitment to develop the ethos of Rooks Heath School	E	✓	✓	
• Knowledge of mental health issues in children and young people	E	✓	✓	
• Knowledge of local mental health provision and CAMHS service	D	✓	✓	
• Appreciation of diversity and inclusion issues	D	✓	✓	
• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	E	✓	✓	

Personal Characteristics:				
• Enthusiasm and commitment for working with students in a co-educational, multicultural comprehensive school	E	✓	✓	
• Ability to work on own initiative	E	✓	✓	✓
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• Ability to deliver in-house PD	D	✓	✓	
• A positive and caring disposition	E	✓	✓	
• A robust personality	E	✓	✓	
• To remain calm under pressure	E	✓	✓	✓
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a commitment to safeguarding & promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health & safety regulations and policies	E	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	E	✓	✓	
• You are punctual, adaptable, flexible, reliable, and well organised	E	✓	✓	
• Good time-keeping and time-management	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.