



## JOB DESCRIPTION

1.     **Job Title:**       College Counsellor (Integrative)  
         **Salary:**         Scale SO2 (Points 36-38), £31,500 - £33,097 (pro rata) per annum, inclusive of Outer London Allowance. Actual salary £27,186 - £28,564.  
         **Reports to:**    Student Support and Wellbeing Manager  
         **Hours:**         36 hours per week  
         **Contract:**     Term-Time – 45 weeks per year

## 2.     **Purpose of the Role**

To work in a confidential setting providing counselling support to students, applying a range of therapeutic strategies with the aim of enabling them to cope with challenges, or to make positive changes in their life where necessary.

- Establish a relationship of trust and respect with students as part of the college community
- Agree a contract with clients to set expectations (including confidentiality);
- Encourage clients to talk about issues they feel they cannot normally share with others;
- Actively listening to client concerns and empathising with their position;
- Accept without bias the issues raised by clients;
- Support clients towards a deeper understanding of their concerns;
- Challenge any inconsistencies in what clients say or do;
- Support clients to make decisions and choices regarding possible ways forward;
- Refer clients to other sources of help, as appropriate, in conjunction with the Student Wellbeing and Support manager/ Welfare team;
- Attend case supervision and training courses as deemed appropriate;
- Liaise, as necessary, with other agencies and college staff to help make changes based on the issues raised by clients;
- Work to agreed targets in relation to client contact;
- Lead on and facilitate the development of therapeutic group activities where needs arise;
- Keep records and feed into the collection of data for the purpose of informing future support services;
- Play a wider role in promoting mental health and well-being across the college, and helping us embed a mental health-friendly culture;
- Follow safeguarding procedures and undertake safeguarding responsibilities, recognising the important role you play in keeping our students safe;

- Support teaching staff to input strategies that support students with emotional health challenges to achieve their full potential in college;
- Support the Welfare and Inclusion team with one-off drop-in interventions when needs arise;
- Contribute to multi-professional meetings (respecting client confidentiality) to support the college's overall mission and strategic aims;

Any additional duties deemed appropriate to the role.

**SAFEGUARDING is everyone's responsibility** and all staff, during their course of their employment, have a responsibility to safeguard and promote the welfare of children, young people and vulnerable adults. All staff are mandated to attend Safeguarding training and regular updates.

**EQUAL OPPORTUNITIES – Sir George Monoux Sixth Form College** aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

*The post holder will be expected to work outside of their normal hours from time to time to support key activities during the academic year. For example, enrolment, open evenings, parents' evenings, etc. Advance notice would be given and appropriate time off in lieu would be negotiated. Some additional flexibility may be required for the post holder in relation to the specific demands of the role.*

*This job description is current as at February 2019. In consultation with the post holder, it is liable to variation by the Principal to reflect or anticipate changes in or to the job of College Counsellor.*

## PERSON SPECIFICATION

**Job Title:** College Counsellor (Integrative)

Employee Attributes			
1. Qualifications			
	<b>Essential</b>		<b>Desirable</b>
1.1	Relevant counselling degree/professional qualification		
1.2	BACP accredited/registered member		
2. Knowledge and Experience			
	<b>Essential</b>		<b>Desirable</b>
2.1	Integrative (preferred theories – Humanistic, CBT)	2.5	Experience of working with students with mental health tendencies
2.2	Experience of working with young people within an educational setting	2.6	Experience of working with students with learning difficulties and/or communication difficulties
2.3	Experience of working with students with emotional and behavioural difficulties		
2.4	Experience of working effectively under pressure		
3. Skills			
	<b>Essential</b>		<b>Desirable</b>
3.1	Good communication skills		
3.2	Good listening skills		
3.3	Able to use own initiative to solve problems		
3.4	Good organisational skills able to prioritise workload and meet deadlines		

3.5	Awareness of the need to protect confidential information		
3.6	Work effectively as part of a team		
3.7	Competent in using Microsoft Office Applications		
3.8	Identify improvement opportunities in a logical and manageable order		
<b>4. Personal Attributes</b>			
	<b>Essential</b>		<b>Desirable</b>
4.1	Friendly and approachable personality		
4.2	Reliability		
4.2	Commitment to equal opportunities and to the success of our students		