



# Job Description

<b>Job Title:</b>	Counsellor
<b>Reports to:</b>	Therapies Lead
<b>Department:</b>	Curriculum & Quality
<b>Salary:</b>	£33,762.59 per annum FTE (22.5 hours – 38 weeks per year)

## Overall Purpose

To provide counselling, therapy and general wellbeing support for students to enable them to fully participate in an educational programme that prepares them for adulthood, and is in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

## Core Duties

### Counsellor Responsibilities:

- To provide a high-quality counselling service to our students who require therapeutic support.
- To deliver CBT based programmes where specified in areas such as anxiety and anger management.
- To work as part of a multi-disciplinary team to meet the therapeutic needs of our students.
- To provide 1:1 and group sessions as and when required.
- To offer a drop-in session once a week for one-off support and self-referral.
- To be part of a weekly multi-disciplinary team review.

### General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

# Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

## Education & Qualifications

Attribute	Criteria	Evidence
Diploma, Degree or post graduate qualification in counselling	Essential	Application Form & Certificates
Registered with the BACP, having completed accreditation with the BACP (including sitting the exam) or be willing to complete the accreditation process with less than 100 hours outstanding	Essential	Application Form & Certificates
Able to deliver CBT based intervention	Essential	Application Form & Certificates
Evidence of recent and ongoing continual professional development	Essential	Application Form & Interview
Level 2 in Autism or willingness to work towards	Essential	Application Form & Certificate

## Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Experience of supporting young people aged 16-25	Essential	Application Form & Interview
Experience supporting people with a learning disability and SEMH	Desirable	Application Form & Interview
Experience within a SEN education provision	Desirable	Application Form & Interview
Evidence of recent and ongoing continual professional development	Essential	Application Form & Interview

## Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Skilled communicator and effective both orally and in writing	Essential	Application Form & Interview
Evidence of developing and maintaining effective internal and external stakeholder relationships	Essential	Application Form & Interview
Be accountable and responsible for your own performance	Essential	Application Form & Interview
Able to manage workload with competing deadlines	Essential	Application Form & Interview
Has a genuine desire to improve the lives of both our students and residents and is passionate about equality, diversity and inclusion	Essential	Application Form & Interview
Self-motivated and proactive approach	Essential	Application Form & Interview
Flexible approach to work and hours of work	Essential	Application Form & Interview

*Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.*