

JOB DESCRIPTION

Job title:	Student Counsellor
Reports to:	Safeguarding Manager
Salary:	£30,258 £32,589 per annum pro rata (£13,071 - £14,078 actual salary per annum)
Hours of work:	18 hours per week, term time only

Main responsibilities:

- Provide a welcoming first point of contact for students and liaise with Student Services team to ensure appropriate access to the counselling service at all times.
- Assess students to provide support in crisis.
- Manage risk in emergencies and make referrals where appropriate.
- Undertake group sessions with students to address individual needs of participants through a group programme.
- Attend weekly safeguarding/counselling team meetings (Wednesday afternoons).
- Undertake confidential and individual counselling sessions with students. Counselling will usually be short-term with occasional longer-term work as necessitated by individual circumstances.
- Undertake all duties associated with the provision of 'ethical' counselling and, where ethical dilemmas are raised, engage in discussion with the Vice Principal and Safeguarding Manager to seek appropriate solutions.
- Manage confidentiality in a professional manner and ensure that the counselling contract with students is clearly stated, and the boundaries are clearly understood.
- Provide consultation to staff about student concerns, or about their person support role with students.
- Assist in publicising and promoting the counselling and safeguarding services during college events.
- Contribute to the development of the counselling service and its quality improvement to enhance the service available for students.
- Undertake ongoing supervision in line within BACP recommendations, and continuing professional and personal development.
- Prepare data for analysis and assist in evaluating the service.

- Participate in professional supervision to support students on counselling placements at the college.

General responsibilities:

- Work within the requirements of the college's established 'Key Features of an Outstanding Area' which reflect the college's operational aims and objectives, and the Leyton Community Member.
- Undertake any staff development relevant to the needs of the post.
- Comply with Health and Safety regulations associated with your employment.
- The college has a strong commitment to achieving equality of opportunity to the students and in the employment of people. It expects all employees to understand, comply and promote its policies in their own work, and to undertake any appropriate training.
- Contribute to quality assurance in the college through participation in performance review.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and undertake training as required
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Contract/Hours:

- Part time, 18 hours per week
- 0.50fte job share
- Permanent
- Term time only

Person Specification – Student Counsellor

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate status/equivalent, postgraduate diploma level, or a relevant professional qualification in counselling, as recognised by the BACP • Accreditation and membership of the BACP • Up to date child protection training 	
Experience	<ul style="list-style-type: none"> • Providing counselling to students from linguistically and culturally diverse backgrounds 	
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills both oral and written, including writing reports • An understanding of the aims and objectives of counselling provision, including wider work with young people and vulnerable adults • An understanding of equality, inclusion and diversity in the context of education and student counselling • A range of counselling skills and qualities to provide a welcoming, inclusive and effective individual counselling service to students • Ability to support students from backgrounds of high social need • Ability to provide group sessions with students to support aspects of the tutorial provision • Ability to work under pressure, meet deadlines and prioritise own workload • Ability to work collaboratively across various departments • Ability to work independently and within a team effectively • Ability to use own initiative • Ability to maintain confidentiality and handle sensitive data appropriately • Ability to work in a supportive and patient manner with students • Ability to develop good working relationships with students and staff • Ability to demonstrate a flexible approach to work and changing priorities • Ability to provide staff development to tutors as required • Ability to supervise student placement counsellors as required 	<ul style="list-style-type: none"> • Evidence of continued personal development (CPD)
Other Requirements	<ul style="list-style-type: none"> • Awareness and commitment to safeguarding, equality and diversity, health and safety and environmental sustainability • Awareness of and commitment to working in a Trauma Informed organisation 	