



Counsellor Job Description

Area	: Learner Services
Salary	: £25,412 to £27,747 pro rata per annum
Hours of Work (Full-time/Part-time)	: As advertised – Full Time, part year working
Line Manager	: Safeguarding and Welfare Team Leader
Responsibility for	: The provision of a confidential personal counselling service to learners; Assist with planning, deliver and assessment of counselling workshops and self-help materials; <i>and</i> Promoting and safeguarding the welfare of children and young persons in line with College policies;

Main Purpose of Job:

To provide a comprehensive counselling service to ensure provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. Contribute to the provision of a confidential personal counselling service for learners and to the provision of consultancy for College staff on mental health and wellbeing issues arising from their work with learners;
2. To carry out triage for work placements and carry out drop-in support for learners;
3. Work with a full range of complex clients, both individually and, where the need arises, in groups as agreed with the Safeguarding and Welfare Team Leader.
4. Carry a caseload of learners with complex needs, providing individual counselling sessions in 60 minutes.
5. Assess for different counselling modalities, risk and appropriateness of a counselling intervention at that point.
6. Maintain confidential case notes, coded records and accurate statistics in accordance with the procedures of the Wellbeing Service.

7. Assist with the planning, delivery and assessment of counselling, psycho-educational workshops and self-help materials.
8. Participate in regular clinical supervision meetings (psychodynamic / integrative / transpersonal approach) to reflect on work with clients (group and / or individual supervision as required).
9. Advise the Safeguarding and Welfare Team Leader on issues relating to learner mental health and wellbeing and of the potential impact on learner retention and progression.
10. Support the Safeguarding and Welfare Team Leader and Safeguarding, Welfare and Behaviour Manager and BeSafe team in providing professional advice to team members especially in terms of risk management.
11. Work with the Safeguarding and Welfare Team Leader and Safeguarding, Welfare and Behaviour Manager to regularly review service policies and procedures to ensure learners are responded to promptly and appropriately.
12. Work at all times within professional and ethical frameworks.
13. Comply with BACP and/or equivalent professional body with regards to clinical supervision, indemnity and CPD.
14. Participate in team meetings.
15. Contribute to events to publicise the work of the service when required, such as induction events.
16. Keep up to date with relevant developments in counselling and psychotherapy and disseminate this to colleagues.

Generic Duties and Responsibilities:

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
4. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
5. To actively contribute to the risk management of the College.
6. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Counsellor

Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications						
<u>Essential</u>						
• Degree (<i>or equivalent</i>) in a relevant discipline	✓				✓	
• Evidence of ongoing professional development	✓				✓	
• GCSE Grade C (4/5) in English & Maths	✓				✓	
<u>Desirable</u>						
• Qualifications in counselling techniques (CBT, person-centred)	✓				✓	
• Safeguarding training & evidence of ongoing professional development.	✓				✓	
• BACP registration & accreditation (or working towards)	✓		✓		✓	
Skills and Experience						
<u>Essential</u>						
• An awareness and understanding of equality & diversity issues	✓	✓	✓			✓
• Experience of holding a significant weekly caseload of clients, gained working within an institution	✓		✓			✓
• Experience of working with clients from diverse social & ethnic backgrounds	✓		✓			✓
• Understanding & experience of Safeguarding issues	✓		✓			✓
• Knowledge and understanding of working in a psychodynamic / integrative / transpersonal approach	✓		✓			✓
• Ability to handle sensitive issues diplomatically & maintain professional boundaries	✓		✓			✓
<u>Desirable</u>						
• Working knowledge of contemporary developments in counselling techniques & psychotherapies	✓	✓	✓			✓
• Experience of working with clients in an FE setting	✓	✓	✓			✓
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>)	✓		✓			
• Emotional intelligence, self-awareness & confidence		✓	✓			
• Accuracy & attention to detail	✓					
• Excellent organisational skills, ability to prioritise & work effectively under pressure			✓			✓
• Flexible approach to working			✓			✓

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Personal Attributes (continued)						
<u>Essential</u>						
• Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment			✓			✓
• Commitment to on-going professional development	✓				✓	✓
• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
Other requirements for employment						
<u>Essential</u>						
• Enhanced DBS check						

Updated: January 2023