

Job Description

Post	Counsellor
Department	Pastoral Team
Responsible to	Head of Pastoral Team
Responsible for	Pastoral Services
Hours	7.5 hours per day with half an hour unpaid lunch break
Work pattern	Term Time only
Working closely with	Designated Safeguarding Leads (DSL), Safeguarding Officer, Head of Learning Support, Student Services, other Counsellors

Key Purpose	
1	To provide a high-quality counselling service to students, responding to their personal, social or emotional concerns
2	To contribute to the safeguarding, and promotion of the welfare of, Aquinas students
3	To make a positive contribution to wellbeing and mental health at Aquinas College

Duties and Areas of Responsibility:

Operation and Coordination	
1	To promote a caring and supportive environment where students' concerns may be explored
2	To maintain confidentiality (except in those circumstances, in line with BACP practice and the college's safeguarding procedures, where this should be breached)
3	To perform duties and uphold good practice as described by the BACP, UKCP or equivalent organisation's ethical guidelines
4	To evaluate internal referrals and make informed decisions about suitable intervention
5	Where appropriate, to make referrals to, and / or liaise with, other agencies and services to provide the necessary support for students
6	To maintain appropriate, clear and concise records of all meetings and to keep these secure
7	To be responsible for their own professional development maintenance, updating knowledge and awareness through continuing professional development (CPD)
Budgets & Resources	
1	Identify resource needs, within your area and ensuring the most cost-effective use of budgets
2	Comply with all financial procedures, particularly in relation to ordering processes
Environment and Facilities	
1	Maintain a clean, healthy, safe working environment by consulting with facilities staff and complying with appropriate legislation or college policies/procedures.
Quality & Reporting	
1	Support quality control procedures and feedback monitoring in line with plans and targets
2	Report to appropriate colleagues on possible strategies for service development delivery
3	Taking turns to write an annual report of the counselling service, if applicable
General (including Personnel & Relationships)	
1	Work effectively with the Learning Support Department, Student Information Services and related other teams to ensure an effective service, operating timetable and duty rotas.

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2	Support performance management procedures and be an active participant in appraisal.
3	Engage in continuing professional development by attending relevant meetings and training sessions, within college or externally.
4	Ensure all appropriate paperwork is completed in line with college requirements.
5	Ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults
6	Ensure all service policies and procedures are documented, clear and up to date
7	Engage with college staff to ensure an effective service delivery maintaining a professional attitude at all times.
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: