

Person Specification

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

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may be used for short-listing purposes.

E = Essential

D = Desirable

	Essential	Desirable	Method of assessment
Experience			
Experienced counsellor with 2 years post-qualification experience of working face-to-face	✓		Application, Interview
Experience of working with 16 - 18 year olds across a range of settings	✓		Application, Interview
Specialised experience within a college or educational environment.		✓	Application, Interview
Skills and knowledge			
A flexible, varied and therapeutic approach tailored to the needs of students	✓		Application, Interview
Knowledge and experience of the issues facing young people	✓		Application, Interview
Adherence to the professional boundaries of the role of counsellor, and the college as a whole	✓		Application, Interview
The ability to work independently	✓		Application, Interview
To manage your own casework of students, including contracting, session notes and record keeping systems	✓		Interview
Knowledgeable about current GDPR legislation on the storage and use of sensitive student data, and the implications for your role	✓		Application, Interview
Safeguarding expertise, including knowledge of current legislation on safeguarding young people	✓		Interview
Work as part of a counselling team and regularly attend team meetings	✓		Interview
Work collaboratively, and communicate with: the Safeguarding Officer, Senior Tutors, other members of the Safeguarding team, and relevant members of staff in the college involved with student safety and wellbeing	✓		Interview
Attend regular, personal supervision in keeping with the guidelines of the BACP or an alternative, appropriate professional body	✓		Application, Interview
Demonstrate a commitment to ongoing personal and professional development, and reflection on your own practice	✓		Interview

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Technical proficiency using IT / computer systems within an educational setting or similar		✓	Application, Interview
Qualifications			
A relevant professional Counselling qualification - minimum of Level 4 Diploma in Counselling	✓		Application, Interview
BACP Registered membership – or equivalent professional body	✓		Application
Degree-level education or equivalent experience showing high literacy and analytical skills		✓	Application, Interview
Attitude and Personal Qualities			
Positive, enthusiastic and co-operative	✓		Interview
Resilient	✓		Interview
A willingness to adapt and show flexibility where the role demands	✓		Interview
Committed to Equality and Diversity and Inclusion	✓		Application, Interview
Committed to the College ethos	✓		Application, Interview
Committed to student wellbeing	✓		Application, Interview
Able to take responsibility in unexpected situations	✓		Application, Interview
Well organised	✓		Application, Interview