

Capel Manor College

Counsellor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Counsellor
Scale	Business and Learning Support
Grade	Scale 6 points 23-25
Responsible to	Wellbeing and Support Manager
Location	Crystal Palace
Contract	Part-time, Permanent, Term time only

Key Responsibilities:

The key responsibility of the of the Counsellor is to support students with emotional and behavioral needs based at the College's Mottingham Campus. This will involve undertaking initial assessments of needs, providing support, coaching and/or mentoring students and providing personal tutorship as required.

Responsibilities:

1. Assess individual student need and suggest support plans and strategies to tutors, monitor and evaluate the support for students with emotional and behavioral difficulties
2. Engage with identified students for 1:1 support when deemed necessary or when requested by identified staff members
3. Add value to the work in Vocational Schools by creating and/or reviewing support plans for individual students or carrying out group workshops where appropriate
4. Support tutors and students to explore, address and monitor behavioural issues, which in some cases may include support at disciplinary meetings
5. Seek counselling supervision fortnightly with a qualified supervisor and peer supervision with other college counsellors on a quarterly basis
6. Conducting all therapeutic interactions in an ethical manner and according to regulations and therapeutic framework from BACP or a similar professional body
7. Act as one of the Safeguarding Officers for Mottingham
8. Attend Safeguarding meetings and work as part of the cross-college Safeguarding Team
9. Assist in the delivery of Safeguarding related sessions over the academic year. For example drugs and sexual health
10. To make referrals, where appropriate, to external agencies
11. To maintain appropriate records and to keep these secure

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Accredited Counsellor qualification, Advanced Diploma or equivalent
- Evidence of continuous professional development
- Membership with the BACP, UKCP or BABCP or equivalent and significant supervised post-qualifying experience

- Training in a short term therapeutic approach such as Brief Interventions, Solution Focussed Therapy, and CBT, etc
- Cert/Dip related to working with young people is desirable

Experience

- Experience of providing counselling and wellbeing support to young people or adults and devising support plans
- Experience of working with young people or adults experiencing mental health difficulties
- Experience working with a diverse range of clients with a diverse range of needs
- Experience of working in an educational environment is desirable
- Some experience working with young people with different learning needs and/or with Learning Difficulties and Disabilities would be advantageous
- Experience of working in partnership with tutors, family members, support workers and external agencies
- Experience of working in a multidisciplinary team

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Exceptional personal communication skill and the ability to liaise and negotiate effectively with others
- Good organisational and record keeping skills along with the ability to work on own initiative with good time management
- The ability to assess, suggest support plans and strategies to tutors, monitor and evaluate the support for students with emotional and behavioural difficulties
- Knowledge of various mental health conditions and the external support available
- Familiarity with IT applications

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required