

**Job Title:** College Counsellor

**Salary:** Scale BS22 – BS25 (Business Support)

**Reports to:** Designated Senior Lead for Safeguarding and Learner Well-being

### **Job Description**

#### **Job Purpose**

To deliver a College counselling service that is proactive, professional, quality driven, and is innovative and noted to be best practice in accordance with BACP accredited guidance. The service works as an integral part of the College's Safeguarding and well-being services and has close and effective arrangements to support both internal /external agencies/partners.

#### **Key Responsibilities**

- To offer counselling to individual learners within agreed guidelines and to liaise with the College's Safeguarding and Well-being team, Pastoral and Learning Coaches and the Designated Senior Lead for Safeguarding and the Safeguarding team.
- To keep confidential counselling records in the prescribed form, ensure accurate statistics are maintained and assist the Designated Senior Lead for Safeguarding in compiling reports as required.
- Lead, take part, initiate and support in group works, which underpin and support the College's Health and Wellbeing Strategy.
- Create and maintain good and effective working relationships with College staff, learners and external agencies/ partners.
- Support the Designated Senior Lead and Safeguarding team in providing incident response support at the time of an incident or crisis
- Lead on the development and integration of together all as part of the Counselling service offer and triage inhouse and for BWBL partners the Live Therapy module
- Deliver expert support to the Pastoral Coach team and provide appropriate supervision when necessary.
- Offer expert support to course tutors who are tutoring learners at risk.
- To work in compliance with the College's Safeguarding policy and Safeguarding In Education Guidance 270/2021, ensuring referrals are made to the Designated Senior Safeguarding Lead where learners or staff present at risk.
- To offer crisis, drop-in and online counselling provision.
- To provide weekly statistical and thematic reports for the Designated Senior Lead for Safeguarding.
- To participate in Continuous Professional Development.
- To undertake any other activities commensurate with the skills, experience and qualifications.

## General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Counselling degree or equivalent</li> <li>• CPD records</li> </ul>	<ul style="list-style-type: none"> <li>• BACP accredited or working towards minimum of 2 years post qualification experience.</li> <li>• Online counselling</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of the Microsoft Office Suite of applications, (in particular the use of Word and Excel)</li> <li>• Experience of counselling young people 16+</li> <li>• Strong team player</li> <li>• Able to task responsibility and be comfortable with lone working</li> <li>• Experience of expert referral</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering group work</li> <li>• Mental Health issues and awareness of the signs to facilitate referral</li> <li>• Experience of running groups and workshops</li> <li>• Experience in a FE/HE counselling setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> <li>• Ability to work effectively with students, staff and external customers</li> <li>• Confidential / compassionate approach</li> <li>• Strong risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work calmly under pressure</li> <li>• Ability to be adaptable to work across the wider College community</li> <li>• Ability to meet and greet in Welsh for the purpose of providing customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachable, flexible and professional manner</li> <li>• Strong Team player</li> <li>• Able to use initiative at all times.</li> <li>• Commitment to safeguarding/ equality and diversity and customer focused services</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work as part of a wider team of colleagues</li> <li>• Ability to work effectively with a range of multi agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to comply with College policies if they have additional requirements to BACP guidance.</li> <li>• Suitable to work with children and vulnerable adults</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>
-----------------------------	--	--	---