

Job Description

| | |
|------------------------|-------------------------------------|
| DIRECTORATE: | Education & Family Support |
| DEPARTMENT: | Integrated Working & Family Support |
| POST: | School Counsellor |
| GRADE OF POST: | Grade 8 |
| RESPONSIBLE TO: | Early Intervention Locality Manager |

JOB PURPOSE:

To provide face to face counselling to children and young people aged 10-18 years within the Borough's schools-based counselling provision.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To provide a counselling service for children and young people in BCBC aged 10-18 years through the provision of an appropriate counselling contract, and to offer therapeutic interventions for as long as necessary;
- To assess the needs of children and young people seeking counselling, and recommend suitable follow-up support and referral to other agencies, e.g. CAMHS, Social Services, Adult Mental Health Services, and to liaise and work effectively with other statutory and voluntary services, for example, YOT, Social Services, and Youth Services and to attend related meetings where necessary;
- To liaise closely with the schools' appointed link person to administer the appointments and referrals systems within assigned schools.
- To work within British Association for Counselling and Psychotherapy (BACP) guidelines, in particular to adhere to the BACP Ethical Framework for good practice in counselling and psychotherapy;
- To provide a safe, therapeutic environment for children and young people and provide the opportunity to talk in a confidential, non-judgmental, empathetic space about issues and concerns they may be facing in their lives, to encourage the development and well-being of young people;
- To ensure client confidentiality within the counselling services at all times, subject to concerns about a child or young person's welfare/mental health concerns;
- To attend regular appropriate training, supervision and team meetings as agreed by the line manager in order to maintain own professional development or to enhance competence within job role, and to undertake monitoring and evaluation activities associated with the project and provide relevant associated information;

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the

HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

School Counsellor

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | Requirements | Essential | Method of Evaluation/Testing |
|---|--|---|--|
| Qualifications, Education & Training | <ul style="list-style-type: none"> • Diploma in counselling (BACP accredited course, minimum academic level 5). • BACP membership (or alternative professional body membership). • Training, or knowledge of, developmental and therapeutic play techniques. | <p>(√)</p> <p>(√)</p> <p>(√)</p> | <p>Production of original Qualification Certificates and application form.</p> |
| Knowledge & Experience | <ul style="list-style-type: none"> • Experience of providing counselling post qualification. • Experience of working with children and young people pre-qualification in other capacities. • Knowledge and experience of young people's issues. • Current procedures and policy guidelines relating to Child Protection & Child in Need issues. • A good knowledge of current legislation and rights relating to the young people, e.g., Extending Entitlement, and UN-Convention of the rights of the child. | <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> | <p>Interview, application form, reference and selection process.</p> |

| Attributes | Requirements | Essential | Method of Evaluation/Testing |
|--|---|--|--|
| Skills & Personal Qualities | <ul style="list-style-type: none"> • Ability to work flexibly, both independently and as part of a team in providing counselling to young people. • The ability to network, access and provide appropriate interventions and support for young people. • Excellent oral and written communication skills and the ability to write appropriate reports for submission and client case studies. • The ability to liaise with staff at all levels in statutory and voluntary agencies. • The ability to liaise with family members (where appropriate). • The ability to empower young people to work towards identifying and achieving their goals. • Ability to drive and access to a car. • The ability to communicate through the medium of welsh. | <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> | <p>Interview, application form, reference and selection process.</p> |