



## Job Description and Person Specification

<b>Job Title:</b>	Sixth Forms Counsellor
<b>Responsible to:</b>	Assistant Principal for Character Education, Wellbeing and ALS
<b>Core Job Purpose:</b>	To deliver an initial counselling service to students across the Sixth Forms, ensuring that students receive the support and help they need when facing individual difficulties including emotional and mental health concerns.

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The main activities and responsibilities are to:

- 1.1 Offer a listening ear service to students across the Sixth Forms.
- 1.2 Provide a high quality initial counselling service to students with a range of difficulties including emotional and mental health concerns.
- 1.3 Develop and implement processes which assess the severity of concerns and consider appropriate interventions and referrals.
- 1.4 Liaise with external agencies and build a database of local support services that can aid students, as appropriate.
- 1.5 Work closely with site Assistant Principals (Wellbeing) in completing CAMHS referrals to appropriate local authorities as necessary.
- 1.6 Work with site Assistant Principals (Wellbeing) to liaise with hospitals and institutions as necessary to facilitate student support.
- 1.7 Liaise with parents, staff and students as necessary in order to provide support required.
- 1.8 Source and provide literature to students relating to areas of relevant concerns / issues.
- 1.9 Attend INSET and CPD as necessary to ensure that services are developed in the context of up to date information and policy.
- 1.10 Work in consultation with ALS and other Sixth Form support staff in order to cultivate an integrated approach towards student needs.
- 1.11 Supervision of trainee volunteer counsellors for suitably qualified postholders.
- 1.12 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **Person Specification/Selection Criteria**

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 Educated to degree level or equivalent.
- 2.3 Hold an accredited counselling qualification at Level 2 or higher.
- 2.4 An understanding of mental health issues and the needs of the young people.
- 2.5 Experience in working therapeutically within an educational setting.
- 2.6 Desirable - Level 6 qualification in therapeutic supervision.
- 2.7 Excellent organisational and time management skills, with the ability to balance multiple priorities and to complete tasks independently within agreed timescales.
- 2.8 A strong work-ethic, flexibility and the ability to work calmly under pressure.
- 2.9 Good written and verbal communication skills.
- 2.10 Excellent IT skills, including Microsoft Office and Office 365 applications such as Word, Excel, PowerPoint, Teams and SharePoint.
- 2.11 A patient, tolerant, sensitive and non-judgemental outlook.
- 2.12 Positive listening skills.
- 2.13 The ability to work independently and use initiative.
- 2.14 A proactive, self-driven approach with the ability to work positively in a multi-disciplinary team and with a range of people.
- 2.15 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.16 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.17 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.