**JOB DESCRIPTION**

**POST:** Student Counsellor

**LOCATION:** Hartlepool and Middlesbrough

**LINE MANAGER:** Student Services Manager

# JOB PURPOSE

To provide a range of appropriate counselling interventions to students where personal issues in their lives represent a barrier to continued participation in education at the School.

To improve the emotional wellbeing of students in order to support their attendance, engagement and achievement on their course/programme of study.

# MAIN DUTIES AND RESPONSIBILITIES:

1. To offer a range of appropriate therapies through one-to-one counselling sessions to students to promote and support personal change.
2. To offer, where appropriate group sessions with students that address the individual needs of participants.
3. To manage a caseload of students, a diary system and maintain appropriate records and reports to allow monitoring and review of students.
4. To promote the service and raise awareness of the benefits of counselling to both students and staff, including the development of promotional material, and presentations at induction.
5. To provide a consultative/advisory service to staff to support their students’ well-being.
6. To maintain statistics on the counselling service and report to the Manager of Student Services on counselling activity levels and any areas of concern as necessary.
7. To evaluate the counselling provision, reflect on practice and lead improvements to ensure the provision remains current and reflects student need.
8. To advise the Student Services Manager on policy and procedures for the School in respect of counselling services.
9. To represent the School externally, as appropriate.
10. To liaise with external agencies as appropriate in supporting students and signposting to other services.
11. To work within BACP guidelines, and Ethical Framework for Good Practice, maintain professional registration and undertake the required CPD in order to achieve this or the equivalent with the UKCP.
12. To develop and maintain appropriate networks to ensure currency of practice, and keep the School updated on new legislation and best practice.
13. To undertake ongoing professional supervision in line with BACP/UKCP recommendations and professional and personal development.
14. To maintain high levels of confidentiality in a professional manner and ensure that the counselling contract is clearly stated to students and boundaries are understood.
15. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**General Accountabilities**

1. Ensure other members of the team have information to cover effectively for you in your absence;
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Student Services Manager, Vice Principal (Peoples Services) or the Principal;
9. This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation

###### Person Specification

## Student Counsellor

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| Essential | Desirable |
| Qualifications   * Counselling Qualification at degree level or above * BACP Registered Member * UKCP Registered Member | * BACP Accredited * UKCP Accredited |
| Experience/Knowledge   * Minimum of 2 years’ post qualification experience of counselling with the 16 – 25 age group in particular * Experience of a wide range of relevant issues (e.g. LGBTQ, Anxiety, Bereavement, Trauma etc.) * Safeguarding and child protection procedures * Experience of working with children * An understanding of safeguarding principles, policies, and practices, including the Prevent duty | * Knowledge of current issues in the creative arts * Knowledge of external support agencies * Experience in counselling in a FE/HE environment * Some experience of running workshops would be an advantage |
| Skills/Abilities   * Empathic/Unconditional Positive Regard and Congruence * Excellent listening skills * Non-judgemental approach * Excellent written and verbal communication * Good organisational skills * Able to work independently * Team player * Able to make decisions in difficult circumstances * IT skills (able to use Word, Excel etc) * Desire to contribute to the overall wellbeing plan of the school. |  |
| Other   * Displays professionalism at all times * Commitment to continuous professional development and training * Proactive and self-motivated * Access to transport for work purposes |  |