

## **Job Description for Student Counsellor**

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**Responsible to:** Assistant Principal

**Based at:** New College Bradford

### **OVERALL PURPOSE OF THE POST**

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- To provide a confidential counselling and welfare support service to students where appropriate, signpost on to the relevant external agencies.
- To develop and provide a comprehensive portfolio of welfare/counselling support to our students around a diverse and complex range of issues.
- To liaise with other staff members to ensure all students are provided with the most appropriate level of support to ensure their success.

### **MAIN DUTIES**

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- To provide impartial guidance and support to students on a wide range of issues that are, or may become barriers to learning, to ensure their participation and progress within their course of study.
- To maintain accurate and up to date records of advice and support provided to students. This information should be clearly communicated to the relevant parties working in the curriculum/support areas.
- To maintain effective links and make appropriate referrals to local external agencies to ensure students access appropriate and relevant advice and support as required.
- To work with other support teams within the College to help promote a holistic system of support for students.
- To monitor and evaluate the service on a regular basis, providing update reports to the Assistant Principal.
- In consultation with your line manager, attend relevant professional supervision.
- To assist in the publication of fact sheets for students regarding the services available.
- To participate in tutorial groups as requested by the Assistant Principal.
- To liaise with other staff to support the continual development of the College tutorial programme to include sessions for students on issues such as health, stress management, addiction behaviour and other areas relevant to the support of students.
- To represent the College in internal and external meetings as appropriate.
- Offer support and advice to staff who may be working with students with emotional issues.
- To undertake and contribute to appropriate staff development and attend curriculum and support area meetings as requested.
- To be involved in College events as required.
- To have an understanding of and commitment to the College's Equality and Diversity and Safeguarding policies and the ability to relate these to all aspects of the post.
- Undertake other duties as requested.
- You may be required to work up to 2 evenings per academic year to support trust events.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Student Counsellor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Current experience of counselling young adults</li> <li>• Experience of counselling in an educational environment</li> <li>• Experience of working in an advisory capacity</li> <li>• Experience of working with external support agencies</li> <li>• Successful experience of working with and supporting young people of mixed ability</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Relevant Level 4 Counselling qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Counselling qualification</li> <li>• Degree level qualification</li> <li>• Safeguarding Training</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to student welfare and achievement.</li> <li>• Ability to listen and advise in a non-judgemental way.</li> <li>• Ability to work with others on difficult/delicate/sensitive subjects</li> <li>• Ability to motivate others</li> <li>• Customer service/care approach</li> <li>• Good time management skills</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Passion for the role.</li> <li>• Confidence in working with students within the 16-19 age range.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Excellent communication skills with ability to communicate with staff at all levels.</li> <li>• Reliability and commitment to individual student and needs.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Good team member.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.</li> <li>• A supportive and empathetic approach to students and the ability to relate well to staff.</li> <li>• Flexible approach to work.</li> <li>• Awareness of Health and Safety issues.</li> <li>• Commitment to equal opportunities.</li> </ul>	