



**Position: - Counsellor**

<b>Job Title:</b>	Counsellor
<b>Hours:</b>	Full time
<b>Contract Type:</b>	Permanent/Temporary
<b>Salary:</b>	Up to £45,000 depending on qualification and experience
<b>Responsible to:</b>	Headteacher

**Job Description:**

We are looking to employ a Counsellor to work with clients experiencing a wide range of emotional and psychological difficulties, in order to help them bring about effective change to enhance their wellbeing. Clients could have issues such as depression, anxiety, stress, loss and relationship difficulties that are affecting their ability to manage their lives.

**General Main Duties and Responsibilities:**

- To provide support, guidance and advice to parents, carers and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- To be responsible for the confidential counselling services to students as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records.
- To liaise with the Designated Safeguarding Lead on a frequent basis.
- To provide regular audit information such as numbers, age range and types of problems to the SMT.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To continually review and evaluate the service.
- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Be mindful, at all times, of the school's Equal Opportunities policy.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare
- Diagnose patient's emotional and mental disorders
- Counsel community groups and individual patients
- Evaluate patient's during conversations and interviews to determine the right course of testing and examination
- Develop a treatment plan with elements such as counselling, medication, or other services
- Referring patients to resources such as treatment facilities, psychiatrists, or community services
- Access patient needs and develop patient strategies
- Maintain good working relationships with government resources, support networks, and community resources
- Set patient goals and discuss treatment plans
- Listen, encourage, and support patients
- Assist patients and discuss experiences and emotions
- Assist patients through complex life challenges and changes
- Educate patients on coping skills
- Advise and guide patients as they make difficult decisions
- Help patients with various issues such as substance abuse, anger management, bullying, depression, relationships, stress, and suicide

**Counsellor – Personal Specification**

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Post-graduate Diploma or Masters level in Counselling or Psychotherapy</li> <li>• BACP Accreditation,</li> <li>• UKCP registration or BPC</li> <li>• Further therapeutic training or qualification in working with children and young people</li> <li>• Minimum of 2 year's post qualification experience</li> <li>• Minimum of 1 year's experience of working with children and young people</li> </ul>	
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Compassionate and caring</li> <li>• Excellent time management skills</li> <li>• Organised and able to prioritise</li> <li>• Comfortable in a fast-paced multiple-patient environment</li> <li>• Able to handle large amounts of files, dates, schedules, and information</li> <li>• Calm with a positive attitude</li> <li>• Self-motivated</li> <li>• Comfortable with building personal relationships and committed to helping others</li> <li>• Provide support through mentorship and leadership</li> <li>• Licensed and regulated to perform counselling</li> <li>• Microsoft Office Suite and proficiency with Word, PowerPoint, and Excel</li> <li>• Able to work nights and weekends</li> <li>• Good interpersonal skills and communication skills</li> </ul>	
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	
<b>Personal Qualities:</b>	<p><b>Patience</b></p> <ul style="list-style-type: none"> <li>• There's no question that patience is one of the most important qualities a counsellor can have. When working with a client, sometimes several weeks, months or even years can pass before they start showing signs of significant progress. Being able to stay motivated and offer encouragement and support to your client, even when it seems fruitless, is key.</li> </ul> <p><b>Compassion and open-mindedness</b></p> <ul style="list-style-type: none"> <li>• You must have a strong desire to help</li> </ul>	

	<p>others, and an ability to be both sympathetic and empathetic when needed. Being compassionate is also about being able to put people at ease, letting them open up in their own time and offering comfort if it is clear they are struggling. Similarly, you must have an open mind about how different people choose to deal with their emotions.</p> <p><b>Trustworthiness</b></p> <ul style="list-style-type: none"> <li>• Coming across as trustworthy will make your clients will feel comfortable confiding in you. One of the key qualities of a counsellor is being able to offer a safe space for people to explore their emotional struggles.</li> </ul> <p><b>Reasoning skills</b></p> <ul style="list-style-type: none"> <li>• Counselling is of course about communicating and understanding, but there is also an element of reasoning that is involved. A key quality of a good counsellor is being able to notice subtle differences between problems that may not be related to one another, and being able to decipher where key issues are stemming from.</li> </ul> <p><b>Observational skills</b></p> <ul style="list-style-type: none"> <li>• Being a successful counsellor is not just about offering a shoulder to cry on. In many cases, the underlying cause of your client's issues will not be handed to you on a plate. You will need to be able to observe not only their conversation and what they reveal to you verbally, but also their body language, facial expressions and even how they interact with others.</li> </ul>	
--	---	--

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

**T: 0333 335 5021 M: 07743 249 982 E: [sunita@placingpeopledirect.co.uk](mailto:sunita@placingpeopledirect.co.uk)**

**W: [www.placingpeopledirect.co.uk](http://www.placingpeopledirect.co.uk)**