

Counsellor

Team: Welfare

Reports to: Counselling Co-ordinator/Lead

Location: Pelham Campus

Job Purpose

- To provide individual, confidential counselling to College students and staff ensuring that they receive timely and appropriate support to enable them to achieve their academic and professional potential.
- To conduct an initial assessment with clients and provide confidential 1:1 counselling sessions, referring cases and queries to the Counselling Co-ordinator as appropriate.
- To keep accurate clinical and statistical information for collation by the Counselling Co-ordinator.

Key Responsibilities

- To promote and deliver the provision as a client centred service ensuring an effective and consistent service supported by effective administrative systems and resources.
- To work within the “Ethical Framework For Good Practice,” as set out by the British Association for Counselling and Psychotherapy, and participate in Counselling team meetings and supervision.
- To provide a client centred service, dealing quickly and effectively with related queries from students and staff and referring enquirers to relevant College services, external agencies or organisations as appropriate.
- To have a working knowledge of existing legislation and developments that may have an impact on the Counselling Service for clients.
- To produce reports where relevant and by the requested deadline.
- To support the promotion of the College Counselling Service and make presentations to groups of staff and students providing information on all options and opportunities available.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Counselling young people (including 14-19 year olds) and vulnerable adults	Essential	Application form/ Interview
Counselling people with enduring or emerging mental health difficulties including suicidality and self harm	Essential	
Planning, promoting and delivering a student centred service	Desirable	
Knowledge		
Current working knowledge of professional counselling standards and expectations	Essential	Application form/ Interview
Of Microsoft applications, including a working knowledge of databases and websites	Essential	
Safeguarding young people and vulnerable adults	Desirable	
Further Education policies and procedures	Desirable	
Health and safety legislation	Desirable	
Equality Act 2010	Desirable	
Qualifications		
5 GCSE'S (or equivalent) at grade C or above including English and Maths	Essential	Application form/ Certificates
A Diploma in Counselling	Essential	
BACP Accreditation or working towards	Desirable	
Skills and Abilities		
Full range of counselling skills	Essential	Application form/ Interview
Ability to maintain the highest standards of confidentiality	Essential	
Time management and organisational skills	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
IT and keyboard skills, including the use of email	Essential	
Attributes		
Flexible and proactive approach	Essential	Interview
Accuracy and attention to detail	Essential	

Other Requirements		
Ability to work across all sites is required	Essential	Interview
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	16 hours per week. 36 working weeks per year, paid for 41.6 weeks to include holiday entitlement and pro rata entitlement for Bank Holidays and statutory days.
Salary range:	Pro rata of £27,261 - £29,797 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 27 days pro rata per annum and this is factored into your salary payment. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Staff supporting teaching and learning cannot take leave during term time.
Term time only:	Salary payments will be paid in 12 equal instalments over the year into a bank account.
Salary on leaving:	In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.