



# JOB DESCRIPTION

College Counsellor



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	<b>College Counsellor</b>
<b>REPORTING TO:</b>	<b>Welfare and Wellbeing Manager</b>
<b>HOURS:</b>	<b>36 Hours, 38 Weeks</b>
<b>GRADE:</b>	<b>Scale 6, Range 23-25</b>

**KEY RESPONSIBILITIES**

1. To deliver, and evaluate, a high quality, effective and professional counselling service to clients experiencing mental health difficulties, including reviewing clinical assessments, appointment service, counselling, signposting and support referrals to appropriate agencies.
2. To participate in the development and implementation of the counselling service and college-wide mental health strategy, creating enhancements in our services to meet the objectives of the Association of Colleges Mental Health Charter.
3. To be responsible for identifying key themes relating to student welfare and mental health across College. Use this information to develop resources, training and undertake reactive and proactive thematic work to address identified issues.
4. To plan, organise and deliver high quality welfare and well-being information, advice and guidance to individual learners, groups of learners and staff to enable learners to overcome barriers to learning and to achieve their learning outcomes.
5. To ensure the counselling service is designed to meet the ethical framework identified by the British Association for Counselling and Psychotherapy.
6. To be part of the College 'BeSafe' safeguarding team.
7. Promote the environment of a customer-centered approach that ensures barriers for learners are overcome and that learners are supported into the College.

**MAIN RESPONSIBILITIES**

1. To provide specialist and confidential counselling service one to one and via group delivery in-line with the British Association for Counselling and Psychotherapy, ethical framework for counselling professionals.
2. To coordinate the effective running of the counselling appointment service, reviewing client risk rating and ensure vulnerable students undergoing a crisis session area accommodated.

3. To establish and maintain effective working partnerships with key professional and external agencies for appropriate signposting and referrals that allows the most appropriate individual package of support.
4. To provide general information, advice and guidance on welfare topics to students and staff and support the design, planning and delivery of themed tutorial and enrichment session around student welfare and wellbeing.
5. To develop and implement monitoring, reporting and evaluating processes that reviews the College counselling service.
6. To keep clear, accurate and comprehensive records of support provided for individuals and groups of students.
7. Promote the college counselling service by developing online and off-line resources, training for students and staff and undertake reactive and proactive thematic work to address identified issues.
8. To support the delivery of cross college events such as Open Events, Interviews and Enrolment.

## **GENERAL**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Degree or a qualified counselling qualification	E
	Youth work, social work, counselling or guidance qualification or any other qualification relevant to working with young people and vulnerable adults	D E
	Willingness to undertake continuous professional development	E
<b>Previous experience/job knowledge</b>	Experience of providing specialist welfare support, specifically to counselling.	E
	Experience of working as a safeguarding practitioner	E
	Experience of working in a multi-agency capacity	E
	Successful experience of working with learners to set and achieve targets	E
	Experience of managing own workload and using initiative	E
	Knowledge of additional learning support requirements of vulnerable groups	E
	Experience of knowledge of care proceedings for care support	E
	Experience of building multi-agency partnership relationships	E
	Experience of working with vulnerable groups to achieve key outcomes	E
<b>Skills (Competencies and Aptitudes)</b>	Understanding of the challenges faced by students and of barriers to learning	E
	Working knowledge of welfare/ benefits support, specifically those applicable to young people and adults	E
	Understanding of issues faced by learners	E
	In-depth knowledge and understanding of safeguarding and child protection, including Prevent	E
	Understanding of and experience of maintaining professional boundaries and practice	E
	Understanding of the diversity of learner backgrounds and needs and ways of promoting inclusion	E
	Understanding ways of motivating and building self-esteem	E
	Understanding of legislative statutory guidance and ethical frameworks that promotes the welfare	E

	and wellbeing of young learners and key vulnerable groups	D
	Knowledge of post-16 education and the current national agenda	
	Knowledge of progression routes open to FE students	D
	Knowledge of developing bespoke support plans for key vulnerable groups	E
<b>Other factors/ additional requirements</b>	Excellent written and verbal communication skills	E
	Excellent interpersonal skills	E
	Ability to work effectively with others	E
	Ability to manage own workload and use initiative	E
	Ability to manage time effectively and prioritise tasks	E
	Ability to record, communicate and report on progress efficiently and clearly	E
	Good level of ICT	E