

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Counsellor
Reports to:	Head of Learning & Progress
Department:	Children and Young People's Trust
Section:	Varndean School

Purpose of the Job

To support young people at Varndean in exploring and working through painful life experiences by developing, managing and providing the highest clinical standard of counselling service in order to enhance emotional well being, reduce internal tensions, improve their access to learning and increase the range of choices available to them.

To contribute to the development of 'emotional literacy' among the student population in line with the school's strategic vision and national agendas such as 'Every Child Matters'.

Principal Accountabilities

1. To provide an on site, high quality, professional low threshold, easy access counselling service to individual students in accordance with the British Association of Counselling and Psychotherapy (BACP)/Varndean School structures and practices.
2. To provide Drop-in sessions for up to 8-10 students.
3. To work with existing pastoral, social care and mental health services both on and off site, facilitating referrals where appropriate.
4. To be responsible for organising and managing an appointments system that is flexible to the requirements of the school, assessing and prioritising students' counselling needs as appropriate.
5. To offer psychotherapeutic assessments of all students referred to the service.
6. To maintain case records for all clients according to the BACP 'Ethical framework for good practice', and to be responsible for their secure storage for the prescribed length of time.
7. To provide termly progress reports to senior management on counselling activities and more frequent updates as required, together with an annual written report.
8. To monitor and review the counselling service provision on a regular basis, recommending and implementing service improvements in consultation with the Head teacher and senior management.

9. To liaise with the pastoral management team, tutors, school bases, governors, parents and external agencies in line with best practice and with respect to risk issues and child protection.
10. To offer consultation and support to members of staff when required.
11. To provide information and support as required, including training and group work.

General Accountabilities

- **To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.**
- **To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.**

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Approval:

We confirm that the job description, person specification and additional information provided above convey a full and accurate description of the job at this time.

Post holder: Sign & print name	
Reports to: Sign & print name	
Date signed:	
Department:	
Section:	

HR Use only:

Job Analyst: Sign & print name	
Date evaluated	
Method:	

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PERSON SPECIFICATION

Job Title:	Counsellor
Reports to:	Head of Learning & Progress
Department:	Children and Young People's Trust
Section:	Varndean School

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Degree in relevant subject and/or post-graduate Counselling Diploma.• UKCP/BABCP/BACP accredited• Must be able to deliver short and medium term individual and group work.• Thorough knowledge of related national agendas• Knowledge of Child Protection issues and working with risk.• Excellent understanding of the inner world of thoughts and feelings of the adolescent and other psychological concepts applicable in an educational context.• Excellent understanding of atypical and adolescent development processes.• Willingness to undertake ongoing professional development.
Experience	<ul style="list-style-type: none">• Minimum 100 hours supervised practice in counselling young people.• 3 years post-accreditation experience working in a school or CAMHS setting.• Experience of working with young people to overcome challenges and negative life experiences particularly associated with social deprivation.• Must have demonstrable experience of CPD and extensive experience in delivering evidence-based interventions with routine outcome monitoring.• Experience of developing 'emotional literacy' in an educational setting.• Experience of working within a recognised Code of Ethics, e.g. BACP.
Skills and Abilities	<ul style="list-style-type: none">• High clinical standards.• Excellent communications and interpersonal skills.• Capacity to work humanely and flexibly.• A holistic approach.• Ability to think strategically and make recommendations for service improvement.• Ability to work autonomously and as part of a team.• Ability to manage, support and motivate subordinate staff.
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	