

Capital City College Group

Job Description and Person Specification

Post:	Student Well Being Counsellor
Contract:	Temporary – 3 months
Hours:	35 per week
Salary:	£34,427 per annum

Key Purpose

To provide personal counselling to students within the College, working with other support staff to enable student to successfully complete their course of study.

Main Duties and Responsibilities

- Provide personal counselling to assist students with the management of emotional difficulties affecting their learning
- Provide a welcome first point of contact for counselling clients, clarify the role of counselling in the College context, assess the student's requirements and agree the counselling service
- To be provider or refer, where appropriate, to internal support and external agencies
- Provide an agreed number of hours per week of personal counselling to students
- Agree with the line manager the counselling caseload, working arrangements, particular responsibilities and performance indicators for the role, in line with College standards
- Liaise with other support staff in the Centre to ensure that access to the counselling service is clear and simple for students to access.
- Provide group sessions for students where appropriate, on issues related to the tutorial curriculum and the government's safeguarding agenda
- Be an integral part of the Campus and CIC Safeguarding and Student Well-Being team for example by attending Campus and CIC meetings to ensure the service meets the College's statutory duties on Safeguarding, Child Protection and Adults at Risk
- Participate actively in the admissions and enrolment process for the Campus, undertaking a specific student facing role at main enrolment periods

Wider Responsibilities



- To ensure that all activities are carried out to meet service standards, including the Matrix standard for information, advice and guidance, and contribute to service targets.
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.
- To work flexibly within the student services hubs, cover working patterns within agreed opening and closing times (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs when necessary.
- Participate in recruitment events on- and off-site, providing information and advice in a range of settings including open days, schools, colleges, voluntary and community organisations, libraries and fairs. To follow up enquiries and leads gathered to enable the college to actively recruit new learners

General

- To implement College policies particularly those relating to equality of opportunity, health and safety and data protection
- To implement Safeguarding, Health and Safety and security procedures in accordance with statutory and College requirements
- To undertake appropriate self-development and training activities and regularly review own performance of duties with the line manager for the post
- To undertake any other duties consistent with the key objectives and/or duties of the post as directed by the line manager.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder will need to travel from time to time to other College centres and external venues.

2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications & Experience	Qualification in higher education at degree level, and	✓	
	Qualification in counselling at professional diploma level recognized by the BACP or UKCP	✓	
	Accreditation and membership of the BACP or UKCP	✓	
	Experience of providing counselling to a linguistically and culturally diverse client group with a high level of social need		✓
Knowledge & Understanding	An understanding of the aims and activities of further education, including work with young people and adults	✓	
	Knowledge of counselling and human development theory and practice	✓	
	An understand of equal opportunities requirements in the work of a student and counsellor and how the post can contribute to the Colleges' equality objectives		✓
Skills / Abilities	A range of counselling skills and qualities to provide a welcoming, inclusive and effective individual counselling service to students	✓	
	The ability to provide group sessions to students to support aspects of the tutorial curriculum and to assist in the delivery of staff development in topics related to the post	✓	
	The ability to work effectively with teaching and support teams to achieve service aims	✓	
	A high level of communication skills, including the ability to write reports on work activities	✓	
	The ability to work both independently and as a member of a team	✓	
	The ability to work under pressure, meet deadlines, manage project, identify priorities and organise own workload	✓	