

COLLEGE COUNSELLOR VACANCY

Tyne Coast College was created two years ago from the merger of South Tyneside College and South Shields Marine School, with TyneMet College and Queen Alexandra Sixth Form.

We offer a vast range of educational opportunities for those aged 14 to adults - including A'levels, vocational programmes, apprenticeships, Higher Education and specialist maritime training. Our portfolio is multi award winning with national accolades and a global outstanding reputation for maritime provision. As a strong proactive voice in the north east we are passionate about providing a dynamic and diverse curriculum brimming with the essential academic and vocational skills' training that enables students to progress on to their chosen careers.

Our motto for a bigger, better, stronger future for the region encapsulates our commitment to the region, the business sector and those living and working in the north east. Recruiting high-calibre, professional staff with vocational credibility is at the core of our success. We are looking for dynamic and innovative individuals with a passion for achieving excellence through delivering a first class quality service at all times.

South Tyneside College

Additional Learning Support

College Counsellor (30 hours per week) (38 weeks term time only)

Permanent

Term Time only 38 Weeks

30 hours per week

Business Support Scale SO2

£28,078 - £29,733 per annum

(Actual pro rata salary: £18,825.69 - £19,935.33)

Closing Date: 1 December 2019

TO APPLY AND TO VIEW DETAILS OF FURTHER EXCITING OPPORTUNITIES, PLEASE VISIT www.stc.ac.uk or contact the HR Department, email on hr@stc.ac.uk or Tel: 0191 427 3583. Please quote the appropriate post reference. All positions at the College are subject to DBS clearance.

Please note if you are successful at the shortlisting stage interview details will be sent to the e-mail address you applied from.

The College is an Equal Opportunities employer. All employees have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

JOB DESCRIPTION

JOB DETAILS

Job Title: College Counsellor

JOB PURPOSE

The Counselling Service plays an integral role in Student Services and in the wider context of the College. The service is available to students and staff throughout their career at the College. Counsellors work with a varied client population and a wide range of issues

ACCOUNTABLE TO: Head of Additional Learning Support

KEY RESULT AREAS

- Provide counselling for individuals and groups within the Institution, as agreed with line manager
- Contribute to achieving the college's strategy for the well-being of students and staff, particularly in relation to mental health.
- Monitor the quality of the counselling provision, maintain accurate records, relevant statistical data and undertake statistical analyses of client use of the service for submission to line manager.
- Liaise with other professionals, such as psychiatrists, GPs and social workers as appropriate.
- Provide support and consultancy to College staff in managing their professional relationships with students, as required.
- Contribute to the development and delivery of staff training programmes.
- Attend Counselling Service meetings and assist in the planning organisation, evaluation and development of the work of the Counselling Service.
- Attend team meetings, staff development programmes and clinical supervision as appropriate.
- Liaise with, and assist, colleagues in Student Services as appropriate, and take part in the overall work of the college as deemed by your line manager.

N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of the College, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at the College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College Health and Safety Policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the college Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The College is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College expects all staff and volunteers to share this commitment.

COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:

Staff, students and Senior Managers.

Membership of College Groups

As and when requested by line manager

External Communication/Working Relationships

Liaison with: GP's, psychiatrists, social workers

This is not an exhaustive list – it is for illustrative purposes only

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1	Knowledge/Experience	Assessed At
1.1	ESSENTIAL A minimum of 2 years recent post qualifying counselling experience in supervised counselling practice.	A/I
1.2	Experience of working therapeutically with a diversity of clients.	A/I
1.3	DESIRABLE Previous experience of counselling students and staff in further education institutions, including students with specific learning difficulties.	A/I
1.4	A knowledge of current issues in student development.	A/I
2	Qualifications	Assessed At
2.1	ESSENTIAL A nationally recognised training qualification in counselling or psychotherapy to Diploma level.	A
2.2	BACP, UKCP or BPS accredited or eligible for accreditation.	A
3	Skills	Assessed At
3.1	ESSENTIAL An ability to respond appropriately to clients in crisis and sufficient experience to ensure a competent and safe response to people who are psychologically disturbed.	A/I
3.2	A broad range of therapeutic skills including assessment skills.	A/I
3.3	Well organised in approach to clinical work and administration and a commitment to monitor the quality of service provision.	A/I
3.4	A commitment to working within the BACP Code of Ethics and Practice for Counsellors.	A/I
3.5	An enthusiasm for promoting mental health and well-being.	A/I
3.6	The ability to work as an effective, flexible, cooperative and supportive team member.	A/I
3.7	A commitment to continuous quality improvement.	A/I

3.8	Have an understanding of and a commitment to the equality of opportunities.	A/I
3.9	DESIRABLE Group work, teaching and training skills in counselling or psychotherapy.	A/I
3.10	Familiarity with MIS systems and VLE's	A/I

Key: Assessed at
A – Application Form
I – Interview
P – Presentation
T - Test