



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: Mental Health & Counselling Coordinator Term Time Only

GRADE: Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Appropriate professional qualification e.g. counselling qualification to level 5 and above or mental health nurse/practitioner • Relevant professional membership/accreditation for example, BACP, Nursing, Midwifery, Social Work • Evidence of recent CPD 	<ul style="list-style-type: none"> • Evidence of further training/Development • First Aid qualification • Relevant supervision qualification • Evidence based intervention delivery qualification 	<ul style="list-style-type: none"> • Application form • Certificates • Interview
Work Experience	<ul style="list-style-type: none"> • Significant experience of working with children and young people including undertaking assessments and formulation • Experience of delivering evidence-based interventions on a one to one basis and group setting • Experience of multi-agency working • Experience of effectively managing a caseload of complex cases • Experience of crisis management • Experience of data analysis and report writing 	<ul style="list-style-type: none"> • Experience of working with children with Special Needs • Experience of working within a school • Experience of leadership role • Evidence of developing and delivering training and development workshops/ programmes around mental health 	<ul style="list-style-type: none"> • Application form • Interview • References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Excellent communication skills (oral and written) • Effective use of ICT packages including virtual platforms (Microsoft etc) • Understanding of relevant legislation/policies/codes of practice and awareness including GDPR • General knowledge of SEND procedures 	<ul style="list-style-type: none"> • An understanding of a range of therapeutic models 	<ul style="list-style-type: none"> • Interview • References

	<ul style="list-style-type: none"> • A clear understanding of child protection policies and procedures and a commitment to the safeguarding of children and vulnerable adults. • Ability to relate well to children and adults • Work constructively and strategically, individually and as part of a team • Ability to use initiative • Good numeracy/literacy skills 		
Disposition	<ul style="list-style-type: none"> • Ability to establish and sustain positive working relationships with all stakeholders across the Trust • Committed to the principals of equality and diversity • Flexible and resilient approach to work 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service • Willingness to attend training as required 		<ul style="list-style-type: none"> • Enhanced DBS