

## **JOB DESCRIPTION**

<b>POST:</b>	Student Counsellor
<b>HOURS:</b>	28 hours per week, term time only (38 weeks)
<b>LOCATION:</b>	Hartlepool with some travel to Middlesbrough
<b>LINE MANAGER:</b>	Student Services Manager

### **Safeguarding Statement:**

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18. All staff are required to undertake safeguarding training.

### **JOB PURPOSE**

To provide a range of appropriate counselling interventions to students where personal issue in their lives represent a barrier to continued participation in education at the School.

To improve the emotional wellbeing of students in order to support their attendance, engagement and achievement on their course/programme of study.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To offer a range of appropriate therapies through one to one counselling sessions to students to promote and support personal change.
2. To offer, where appropriate group sessions with students that address the individual needs of participants.
3. To manage a caseload of students, diary system and maintain appropriate records and reports to allow monitoring and review of students.
4. To promote the service and raise awareness of the benefits of counselling to both students and staff, including the development of promotional material, presentations at induction, and staff training.
5. To provide a consultative/advisory service to staff to support their students' well-being.

6. To maintain statistics on the counselling service and report to the Manager of Student Services on counselling activity levels and any areas of concern as necessary.
7. To evaluate the counselling provision, reflect on practice and lead improvements to ensure the provision remains current and reflects student need.
8. To advise the Student Support Manager on policy and procedures for the School in respect of counselling services.
9. To represent the School externally, as appropriate.
10. To liaise with external agencies as appropriate in supporting students and signposting to other services.
11. To work within BACP guidelines, and Ethical Framework for Good Practice, maintain professional registration and undertake the required CPD in order to achieve this.
12. To develop and maintain appropriate networks to ensure currency of practice, and keep the School updated on new legislation and best practice.
13. To undertake ongoing professional supervision in line with BACP recommendations and professional and personal development.
14. To maintain high levels of confidentiality in a professional manner and ensure that the counselling contract is clearly stated to students and boundaries are understood.

### **General Accountabilities**

1. Ensure other members of the team have information to cover effectively for you in your absence;
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation's Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation's Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.

6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Student Services Manager or the Principal;
9. This list is not exhaustive and is only an indication of responsibilities.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Teresa Latcham – Student Services Manager

Person Specification  
**Student Counsellor**

Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Counselling Qualification at degree level or above</li> <li>• BACP Accredited</li> </ul>	<ul style="list-style-type: none"> <li>• BA/BSc in humanities subject</li> <li>• MA in counselling or related field</li> <li>• PGCE</li> </ul>
<p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience in counselling in FE/HE or public sector environment (e.g. Health service)</li> <li>• Experience of a wide range of relevant issues (e.g. mental health, abuse, substance misuse etc.)</li> <li>• Experience of working with the 16 – 25 age group in particular</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of issues current in the creative arts</li> <li>• Knowledge of external support agencies</li> </ul>
<p><b>Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Sensitivity</li> <li>• Excellent written and verbal communication</li> <li>• Calm assurance</li> <li>• Good organisational skills</li> <li>• Able to work independently</li> <li>• Team player</li> <li>• Able to make decisions in difficult circumstances</li> <li>• IT skills (able to use Word, Excel etc)</li> </ul>	
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Displays professionalism at all times</li> <li>• Commitment to continuous professional updating</li> <li>• Proactive and self motivated</li> <li>• Access to transport for work purposes</li> </ul>	