**JOB DESCRIPTION – College Counsellor**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** |
| Title of Post | College Counsellor  |
| Purpose of Role  | To provide a counselling service to the sixth form students on the IB & Pre-IB courses at St. Clare’s and 18+ students in the International College  |
| Department | Pastoral Care & Wellbeing |
| Reporting Structure | The College CounsellorReports to the Vice Principal, Pastoral (VPP) |
| Key Responsibilities | * Safeguarding and promoting the welfare of all students & ensuring the health & safety of students and staff
* To provide face-to-face weekly, fortnightly or ad hoc (where appropriate) counselling sessions with students The sessions are either a/ 30 minutes + 10 minute write-up time

b/ 60 minutes + 10 minute write-up time. * To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears, low self-esteem etc.
* To aim to initiate or return contact within 48 hours of any sort of referral and to see students as soon as possible, depending on time availability and urgency of the case
* To record session notes in accordance with BACP guidelines of confidentiality on relevant encrypted software
* To decide whether the student would most benefit from a CBT or a psychodynamic approach
* To be aware of guidelines relating to confidentiality and its boundaries
* To be aware of and take appropriate interventions with medium or high-risk students
* To inform the Vice Principal Pastoral and DSL when a student is vulnerable and in need of additional supervision or support. Where appropriate, this may lead to liaising with external services (e.g. CAMHS, Children’s Social Care) reg. psychiatric intervention
* To adhere to your professional body's code of ethics (UKCP, BACP, BCP etc.) including accreditation or registration
* To continue professional development in the relevant field in order to stay up to date with latest developments in the mental health treatments
* To attend clinical supervision with an approved supervisor, to discuss students’ treatment and wellbeing, having prioritised which cases need discussion.
* To advertise, select and train a group of students who will form the group of Peer Supporters at the College
* To provide supervision for the Peer Supporters throughout the year, ensuring that they are well supported and understand the nature of their role and the need to refer cases to the counsellor, where appropriate. At the end of their participation, the counsellor will provide a brief report on their participation in the group, for the purpose of meeting the CAS supervisor requirement
* To organise focused ‘Nurture Group’ sessions for college students in cooperation with the College Nurse, Assistant Principal Pastoral and Vice Principal Pastoral
* To organise and deliver relevant training to staff at the College
* To participate in the delivery of workshops to the students at the College, as part of the welfare programme
* To report back to the VPP on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting
* To provide an annual report of the counselling service
* To have an annual review (appraisal) meeting with your line manager and to prepare whatever documents the line manager deems necessary for that meeting
* To perform any other key tasks which the Principal or VPP may reasonably assign

This job description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.  |
| **TERMS AND CONDITIONS** |
| Terms of Employment | Permanent part time (flexibility to job share would be considered) This role is term time only |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | 25 hours per week This role will be expected to work Wednesday, Thursday and Friday before the start of the academic term which includes attending the principal’s breakfast. This is accounted for in the salary.Monday to Friday from 16:00 – 21:00 (with some degree of flexibility occasional hours during the day might be needed).Supervision outside of working hours |
| Probationary Period | 6 months |
| Notice Period | One term |
| Salary/Pay | Competitive Salary |
| Pension | The successful applicant will be enrolled into a contributory pension scheme. |
| Life Assurance | Death in Service cover is provided |
| Meal | A free lunch is provided in the College dining hall on working days and when students are in residence. |
| **PERSON SPECIFICATION***The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* |
| Education and qualifications | * professional qualifications in Counselling
* BACP Accreditation, UKCP registration or BPC
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| Knowledge, skills and experience | * experience of working as a Counsellor in a school or college environment **(E)**
* passionate about working with young adults, be helpful and flexible **(E)**
* good written and verbal communication skills **(E)**
* have an awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds **(D)**
* experience of working in an international environment **(D)**
* experience of working with students of different language / educational backgrounds **(D)**
* knowledge of local mental health and CAMHS Service **(D)**
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| Personal skills and attributes | * highly motivated to deliver the best support for our students **(E)**
* ability to respond to situations calmly **(E)**
* a team player with high work ethic **(E)**
* approachable and caring disposition **(E)**
* ability to use initiative and be a self-starter **(E)**
* ability to reflect on her/his practice and strive for constant improvement **(E)**
* ability to work independently **(E)**
* flexible/adaptable **(E)**
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| ***References and Pre-employment Checks****St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.**Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* |
| *References* | *Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.* |
| *Identity, right to work and qualifications* | *Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.**Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.* *If you don’t already have the legal right to work in the UK, we strongly recommend that you use the*[***Home Office website***](http://www.gov.uk/browse/visas-immigration)*to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.* |
| *Police checks / DBS* | *Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.*  |
| *Health questionnaire* | *Satisfactory completion of a health questionnaire.* |

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| **HOW TO APPLY** |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at <https://www.stclares.ac.uk/contact-us/recruitment-and-careers/>CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to recruitment@stclares.ac.uk |
| Contact us | Email: recruitment@stclares.ac.ukTel: 01865 552031 |
| Deadline for applications | This role will close 9am on 14 February 2022  |
| Selection Process | Interviews will take place w/c 14 February 2022 |