Counsellor Person Specification



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|  |  | Essential | Desirable |
| **1.0** | **Qualifications & Training** |  |  |
| 1.1 | Relevant degree or professional qualifications in education, social work or similar |  | D |
| 1.2 | A BACP recognised counselling qualification to at least Diploma level | E |  |
| 1.3 | A good level of literacy and numeracy skills with at least a qualification at GCSE grade C, NVQ level 2, or equivalent | E | D |
| 1.4 | Evidence of relevant training and/or professional development | E |  |
| 1.5 | First aid trained |  | D |
| **2.0** | **Experience** |  |  |
| 2.1 | Experience of working with secondary age students, taking a keen interest in and supporting their learning, welfare and achievements in either a paid or voluntary capacity | E |  |
| 2.2 | Experience of working as a counsellor with secondary age students, in a school setting |  | D |
| **3.0** | **Skills, Abilities and Knowledge** |  |  |
| 3.1 | The ability to establish and develop effective and positive relationships with students | E |  |
| 3.2 | The ability to provide a good role model to students and a commitment to helping them achieve their potential | E |  |
| 3.3 | The ability to use counselling skills effectively with students | E |  |
| 3.4 | Knowledge and understanding of child protection, health and safety as well as safeguarding practices and procedures | E |  |
| 3.5 | Good listening skills and the ability to communicate effectively with students, families, school staff and a range of other professionals | E |  |
| 3.6 | The ability to exercise initiative, work independently and take responsibility for the delivery of a programme | E |  |
| 3.7 | The ability to work flexibly | E |  |
| 3.8 | The ability to maintain appropriate levels of confidentiality | E |  |
| 3.9 | The ability to operate within networks | E |  |
| 3.10 | The ability to work effectively in a team and to work with individuals, institutions and organisations | E |  |
| 3.11 | The ability to communicate effectively through a variety of means (verbally, in writing and electronically) | E |  |
| 3.12 | The ability to maintain accurate and up-to-date records | E |  |
| 3.13 | Sound ICT skills and the ability to use ICT for administration and learning purposes | E |  |
| 3.14 | Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the school’s equal opportunities and equalities policies | E |  |

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