

## ROLE DESCRIPTION

<b>Position:</b>	Schools Counsellor – HOPE Contract
<b>Programme:</b>	Post-Primary Schools Counselling Service
<b>Reports to:</b>	HOPE Clinical Team

### Role Summary

We are looking to add to our team of part-time permanent counsellors for our Schools Counselling Team. We are seeking counsellors who have a vision, desire and ability to make a difference in young people's lives. We are interested in people who are committed to excellence and best practice and who are willing to work alongside our dynamic team to make this happen. The role involves flexibility and a willingness to travel to schools in your designated areas.

### Key responsibilities

- To deliver safe and confidential counselling, drop-in's and group work for young people referred to Familyworks' School Counselling Program, in a Post-Primary school setting
- To develop effective working partnerships with senior management and teaching staff to ensure delivery of a high-quality service in schools
- To work within agency policies, standards and procedures for service delivery
- To deal with risk and safeguarding issues in accordance with legal and ethical requirements, in consultation with Familyworks management
- To provide advice to the Principal or designated teacher regarding safeguarding concerns, in accordance with Child Protection policies and procedures
- To liaise as necessary, within the bounds of confidentiality, with members of staff and other appropriate individuals including health, welfare and other agencies
- To record data electronically, experience in Microsoft and confidence in using data recording software is essential
- Typically counselling takes place on school premises and during school hours inclusive of the hour immediately after school ends

### Role Requirements

#### Therapeutic Service Delivery

- To promote the school service with parents, pupils and staff in designated schools in appropriate ways
- To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to one counselling
- To engage constructively with children, young people and adults from a diverse background,

promoting anti-discriminatory and anti-oppressive practice

- To develop and maintain productive and co-operative relationships with nominated staff and key contacts in designated schools
- To work pro-actively, via liaison with key contacts to manage the referrals process and to ensure optimum service delivery within the parameters of available resources
- To maintain best practice as a counsellor while working sensitively as part of the pastoral care teams in schools
- To manage risk and safeguarding issues in accordance with appropriate legal and ethical requirements
- To provide advice to the Principal or school staff as requested in respect to child protection policy and practice, in consultation with Familyworks management
- To maintain appropriate records of counselling activities including case notes in accordance with Data Protection using the company's secure database
- To be an effective team member
- To be able to deliver group work as needed
- To be mindful of the policy of confidentiality when undertaking all duties
- To be willing and able to travel to identified schools, and to maintain a flexible attitude
- To liaise as necessary, within the bounds of confidentiality, with members of staff and other appropriate individuals including health, welfare and other agencies

#### **Service Quality & Development**

- Ensure BACP Ethical Framework for Good Practice in Counselling and Psychotherapy is adhered to in all counselling work
- Ensure current and up-to-date knowledge of professional policies and 'best possible' practice
- To evaluate own work and contribute to the evaluation of the overall effectiveness of the service

#### **Professional Development & General Duties**

- To attend monthly staff meetings and in-service training as available (typically one Friday morning per month)
- To attend monthly clinical supervision in accordance with policy and procedures
- To meet monthly with line management and make them aware of any issues of concern or risk regarding your clients
- To work within the aims and values of Familyworks of 'Integrity, Respect, Care, Safety, Generosity and Excellence'
- To work within the parameters of the policies and procedures of the organisation
- To demonstrate commitment to continuous personal and professional development by undertaking appropriate training in keeping with the needs of the counselling service
- To comply with the relevant legislative frameworks relevant to the work
- To undertake such other reasonable duties, commensurate with the post, as may be required
- May be required to provide sessions over the summer

**PERSONAL SPECIFICATION**

<b>Post Primary Schools Counsellor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Qualifications</b>		
<ul style="list-style-type: none"> <li>▪ Professional qualification in counselling or psychotherapy (minimum Level 4 /Level 7 Scotland) or Masters, or equivalent counselling or psychotherapy qualification as regulated by the Regulated Qualifications Framework (RQF) or the Scottish Credit and Qualifications Framework (SCQF) and from a recognised or a relevant validating organisation e.g. Counselling and Psychotherapy Central Awarding Body (CPCAB).</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Accredited (or working toward completion, to be accredited no later than one year after start date) with BACP, IACP or NCPS (Professionally accredited)</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Registered member with BACP, IACP or NCPS</li> </ul>	<b>X</b>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ Minimum of 100 hours post qualification, clinically supervised practice in counselling children &amp; young people up to the age of 18</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Or</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Have a minimum of 100 hours post qualification experience of working with adults and have successfully complete the Level 5 CPCAB Diploma in Counselling Children 7 Young People.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Have an understanding of child development and an awareness of issues impacting on a young person.</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working in schools &amp; with children with educational needs</li> </ul>		<b>X</b>
<b>Skills and Attitudes</b>		
<ul style="list-style-type: none"> <li>▪ Committed to working safely and ethically within your relevant Competency Frameworks and Standards in counselling 11-18 year olds.</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Commitment to the flexibility, commitment and capacity to be available in term-time during the school week</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Evidence of ability to plan, manage and monitor workload</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Evidence of ability to prioritise and manage a waiting list for counselling</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Evidence of ability to work with risk and safeguarding issues legally and ethically</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Competence in the use of Microsoft Packages, specifically Outlook, Word and Excel.</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Ability to build good working relationships with individuals and organisations</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Committed to Familyworks policy of equality of opportunity and respect for diversity</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>▪ Ability to work as an effective team member</li> </ul>	<b>X</b>	

<b>Post Primary Schools Counsellor</b>	<b>Essential</b>	<b>Desirable</b>
▪ Personal enthusiasm and a realistically positive attitude	X	
▪ Experience in working with statutory and voluntary agencies	X	
▪ Must be approachable and have good listening skills	X	
▪ Experience of providing group work		X
▪ Experience of providing training to adults or school staff		X
▪ Able and willing to travel as required.	X	