



## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a DBS Criminal Record Check. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE:**

**Counsellor**

**Grade: 5**

**JOB REF: AAAE5201**

| Type of knowledge                            | Essential   | Desirable  |
|--|---|--|
| <p><b>Specialist/Qualifications</b></p>      | <p>Specialist knowledge of theories and practical application of counselling skills including the 'Gillick' principles of children's rights.</p> <p>An understanding of the underpinning principles of age appropriate emotional and social intelligence of pupils, and appropriate behavioural control techniques and coping strategies.</p> <p>Able to provide counselling as part of the pastoral support within school for pupils to develop strategies to cope with a wide range of emotional, behavioural and educational difficulties.</p> <p>Provide advice and guidance to staff whose role is to support pupils in emotional distress.</p> <p>British Association for Counselling and Psychotherapy Advanced Diploma together with two years relevant education experience.</p> |  |
| <p><b>Legislation</b></p>                    | <p>Sound understanding of the relevant sections of legislation covering child protection, health and safety, confidentiality and information exchange protocols between external professionals and educational institutions for young persons.</p> <p>Adherence to professional standards and compliance with school and legislative requirements.</p>  |  |
| <p><b>School policies and procedures</b></p> |   | <p>An understanding of the school ethos, requirements, practices and procedures.</p> |
| <p><b>IT Skills</b></p>                      | <p>Use of Microsoft Word.</p> <p>Maintenance of case records for each counselling session.</p> <p>Ability to prepare and provide data to the school SLT and governors as required.</p>  |  |