



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
Specialist/Qualifications	<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 students in emotional distress.</p> <p>British Association for Counselling and Psychotherapy Advanced Diploma together with two years relevant education experience.</p>	
Legislation	<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>	
School policies and procedures		An understanding of the school ethos, requirements, practices and procedures.
IT Skills	<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>	