

**BEDFORDSHIRE OPEN DOOR
SCHOOL COUNSELLOR – PERSON SPECIFICATION**

Requirement	Essential Criteria	Desirable Criteria
Counselling training	Counselling Diploma Level 4 as a minimum level of qualification	Course to have included module on working with adolescent clients To have a minimum 80-hour online/telephone counselling qualification
Professional Body	BACP membership and registration or equivalent	Accredited or working towards
Personal work	Shows evidence of having undertaken a significant amount of personal development work.	
Counselling experience	<ul style="list-style-type: none"> • At least 1 year of providing face to face counselling after training completed. A minimum of 100 hours face to face sessions. • Experience of counselling young people 	Experience of working in schools or education setting Experience of running therapeutic groups
Ability to work in an agency	<ul style="list-style-type: none"> • Willing to work to the BACP Ethical Framework for the Counselling Profession • Willing to work to Bedfordshire Open Door policies and procedures alongside school systems • Willing to participate in group supervision 	
Knowledge of client group	Demonstrates insight into young people's feelings, concerns and challenges	Experience of working with young people
Motivation	<p>Ability to demonstrate the desire to achieve an excellent standard in the field of practice</p> <p>Ability to demonstrate commitment to working within an agency as part of a team.</p> <p>To attend in-house trainings. To attend counsellor meetings.</p>	

Work with others from different training backgrounds	Willing to learn from the training and experience of others.	Evidence of that ability
Work with diversity	Ability to work with diverse client groups and clinical presentations	Evidence of that ability
Commitment	<ul style="list-style-type: none"> • 14 hours per week, including 10 client hours, term time only • Fortnightly supervision • Minimum of 30 hours CPD a year • Holidays to be taken within school holidays 	

SCHOOL COUNSELLOR - JOB DESCRIPTION

- 1:1 counselling sessions with school clients referred through student support or self-referred
- Liaising with student support to arrange appointments/use of room etc
- Keeping records of counselling activity and inputting on database (full training will be given for this)
- Instigating and gathering feedback data from clients
- Involvement in additional support events at the school eg Parent Open Evenings, Assemblies, Staff Wellbeing Events, Wellbeing Week
- Supporting student engagement activities eg Focus Groups
- Attending Group Support with Pastoral Staff team
- Attending supervision fortnightly at Bedford Open Door office
- Attending group CPD / Training with Pastoral Support Team
- Attending at least 2 in house CPD / Training Sessions per annum
- Attendance at in-house staff team meetings quarterly and AGM

This is a term time only contract, 38 weeks per year, 14 hours per week.

An additional 14 hours are allocated to be spread across the year to cover liaison time and additional duties. These will be claimed and paid as overtime.

All holidays to be taken during the school holidays.