



Job Description

Job Title: Counsellor

Responsible to: Deputy Head (Pastoral)

Job Specification

To provide College pupils with access to an independent, confidential counselling service in order to promote emotional health and well-being and enable young people to develop a resilience to cope with any difficulties they face.

The normal day to day contact will be with the Deputy Head (Pastoral) who will be responsible for monitoring the effective performance of the contract.

Principal Contacts

There will be weekly meetings with the Deputy Head (Pastoral), Second Master and Senior Sister. There will be termly welfare meetings with the Deputy Head (Pastoral) and the school Doctor.

Key Responsibilities

- To work alongside and liaise with the current College counsellor
- To offer individual pupils or groups counselling and support in a room set aside for counselling.
- To work with a diverse range of issues including bereavement and loss, eating disorders, self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety, fears and stress reducing advice for exam anxiety.
- To liaise with the pastoral management team including: Housemasters / Housemistresses, medical staff, Deputy Head (Pastoral) and Second Master.
- To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants
- To keep suitable case records on the counselling in a designated secure place on site
- To attend regular supervision with a suitably qualified supervisor
- Refer child protection concerns to the DSL within the College
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
- To report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
- To contribute to the peer listening programme
- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be

to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

Person Specification

The successful candidate must have a counselling qualification and be an accredited member of a professional body BACP, UKCP registration or BPC.

Knowledge

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of a range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health and CAMHS service
- Knowledge of Every Child Matters and Keeping Children Safe in Education 2018

Experience

- Minimum of 5 years post qualification experience
- Minimum of 2 years' experience of working with young people age 13 - 18 years, ideally with knowledge of working in boarding schools and / or independent schools
- Experience of working as part of a multi-disciplinary team

Skills and Abilities

- Good written and verbal communication skills
- Ability to work independently, manage own caseload and use initiative
- Ability to work under pressure
- Ongoing professional development in accordance with BACP guidelines
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook
- Enthusiasm

Outline Terms and Conditions

This post is to start from 27 August 2019, is part time for initially 6 hours per week, term time only (35 weeks). For the avoidance of doubt, term time comprises the published term dates plus 1 additional day at the beginning of the Michaelmas term and 1 additional day at the beginning of the Lent term in each academic year.

The ideal hours are Thursday 12.30 - 18.30, exact hours of service to be agreed with the successful service provider. The rate of payment will be £40 per hour billed monthly in arrears.

Safeguarding Statement and Equal Opportunities

Eastbourne College Charity is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Application Process

- Candidates should apply to Eastbourne College Incorporated, HR Department for an application pack by email to hr@eastbourne-college.co.uk or phone 01323 452239;
- Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex, BN21 4JY before the deadline for receipt of applications on 12 April 2019. They may also attach a full copy of their Curriculum Vitae;
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.
- Interviews will take place on Thursday 25 April 2019.
- Evidence of sufficient insurance, ongoing supervision arrangements and cover for sickness will be required at interview stage.

Term Dates

Lent Term 2019

Begins Monday 7 January
Half Term Friday 15 February
Monday 25 February
Ends Friday 29 March

Summer Term 2019

Begins Wednesday 24 April
Half Term Friday 24 May
Monday 3 June
Ends Saturday 29 June

Michaelmas Term 2019

Begins Thursday 29 August
Half Term Friday 18 October
Monday 4 November
Ends Friday 13 December

Lent Term 2020

Begins Monday 6 January
Half Term Friday 14 February
Monday 24 February
Ends Friday 20 March

Summer Term 2020

Begins Wednesday 15 April
Half Term Friday 22 May
Monday 1 June
Ends Saturday 27 June

Michaelmas Term 2020 (Provisional)

Begins Wednesday 26 August
Half Term Friday 16 October
Monday 2 November
Ends Friday 11 December

Lent Term 2021 (Provisional)

Begins Monday 4 January
Half Term Friday 5 February
Monday 15 February
Ends Friday 12 March

Summer Term 2021 (Provisional)

Begins Wednesday 7 April
Half Term Friday 28 May
Monday 7 June
Ends Saturday 26 June