

Barking and Dagenham School Improvement Partnership Associate Counsellor

Job Description and Person Specification

Job description

Overview

Associate Counsellors are responsible for the direct delivery of counselling services to clients in school settings. Posts are available on fixed term basis (term time only). As counselling posts are dependent on schools purchasing the Counselling Service, any continuation beyond the new financial year is subject to funding for the following period. All Associate Counsellor posts are offered on a self-employed basis and subject to contract with BDSIP.

Reporting Line

Associate Counsellors report to the Counselling Service Lead.

Key responsibilities

- To contribute to the delivery of the BDSIP Counselling Service in schools and alternative provisions.
- To make decisions on the suitability of new referrals, adhering to the BDSIP Counselling Service protocols.
- Ensure that referral procedures are effective and robust in line with the expectations of the BDSIP Counselling Service.
- Liaise with the Counselling Service Lead and school staff to co-ordinate the effective delivery of the BDSIP Counselling Service in schools.
- Adhere to the BACP Confidentiality guidelines.
- Monitor and report on individual client progress in counselling sessions with due consideration to confidentiality.
- Complete reviews of individual client progress half-terminly with due consideration to confidentiality.
- Attend supervision in line with BACP guidelines.
- Attend Team Meetings as requested by the Counselling Service Lead.
- Adhere to the BDSIP Safeguarding Policy and the Safeguarding Policy of individual schools and provisions.
- Ensure all safeguarding concerns are reported immediately in accordance with relevant Safeguarding Policies.
- Maintain case files in accordance with BACP and BDSIP guidelines for data protection.
- Ensure client files are maintained in an appropriate manner and kept up to date.
- Ensure that you work in accordance with the BACP Code of Ethics & Practice for Counsellors.
- Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and procedures of BDSIP Counselling Service.
- Engage in appropriate CPD to be informed of current practice developments in counselling and BACP standards of good practice.

Person specification

Qualifications and Training

Essential

1. UK recognised qualification in counselling or psychotherapy.

Desirable

2. Post qualification training.
3. BACP accredited.

Experience

Essential

4. Experience of providing counselling services to children and young people.

Desirable

5. Experience of working in schools.

Competencies

Essential

6. Knowledge and understanding of the particular requirements of a young person's counselling scheme .
7. Sound knowledge and understanding of BACP Code of Ethics.
8. Ability to assess the needs of clients and provide appropriate service for them.
9. Ability to share expertise within the parameters of confidentiality.
10. Ability to manage and respond to demand pressures on service.
11. Ability to work as a member of a team and on your own initiative.
12. Excellent communication and interpersonal skills.
13. Ability to maintain productive, supportive working relationships with clients and colleagues.
14. Excellent punctuality and attendance.

Desirable

15. Understanding of the roles of other relevant/complementary agencies.

Work Related Personal Requirements

Essential

16. Enthusiasm for developing all aspects of the BDSIP Counselling Service.
17. Willingness to continue training and personal development.
18. Regular attendance at supervision in line with BACP guidelines.

Other Work Requirements

Essential

19. Commitment to Equal Opportunities.
20. Commitment to the protection and safeguarding of children, young people and vulnerable adults.