**Barking and Dagenham School Improvement Partnership**

**Associate Counsellor**

**Job Description and Person Specification**

**Job Description**

**Overview**

Associate Counsellors roles are on a fixed term basis (term time only). Counselling roles are dependent on schools purchasing the Counselling Service, any continuation beyond the new academic year is subject to funding for the following period. All Associate Counsellor roles 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 informed 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 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 6 weekly interim reviews of client progress.
* 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 BDSIP and individual school Safeguarding Policies.
* Maintain accurate and detailed records for each client in accordance with BACP and BDSIP guidelines for data protection.
* 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 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*

* Hold a recognised qualification in Counselling or Psychotherapy.
* Training in CBT and/or Person-Centred approach.
* BACP or UKCP Accredited or Registered

*Desirable*

* Relevant post qualification training.

**Experience**

*Essential*

* Experience of working as a counsellor with children, young people and adults.
* Experience of delivering a wide range of therapeutic approaches.

*Desirable*

* Experience of working in schools.

**Skills & Knowledge**

*Essential*

* An understanding of the range of issues clients experience, and a desire to help them reach their potential.
* Ability to create a safe, warm and non-judgemental environment for clients to express their emotions.
* An understanding of developmental, attachment and trauma informed models and appropriate interventions.
* Good understanding of the BACP Ethical Framework in Counselling and Psychotherapy
* Ability to assess the needs of individual clients, provide tailored therapy and work creatively.
* Ability to share expertise within the parameters of confidentiality.
* Ability to manage and respond to demand pressures on service.
* Ability to use your own initiative.
* Excellent communication skills, both verbal and written.
* Ability to develop and maintain professional working relationships with clients, colleagues and external agencies.
* To be self-aware and have the ability to examine your own thoughts and values.
* Excellent time management, attendance, administrative and organisational skills.

*Desirable*

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

**Personal Requirements**

*Essential*

* Passionate about vision of BDSIP’s Counselling Service.
* Actively engage in Personal and Professional Development / Training.
* Regular attendance at supervision in line with BACP guidelines.
* Strong awareness, understanding and commitment to Equal Opportunities.
* Commitment to the protection and safeguarding of children, young people and vulnerable adults.
* Attend 1.5 hours group supervision once a month on a Monday at 6.00 – 7.30pm or a Tuesday at 6.30 – 8.00pm