

FARNBOROUGH COLLEGE OF TECHNOLOGY

JOB DESCRIPTION

JOB TITLE:	College Counsellor and Mental Health Co-Ordinator
GRADE:	Spot
RESPONSIBLE TO:	Learner Services Manager
FACULTY / SECTION:	Learner Services
LOCATION:	Farnborough & Aldershot Sites
HOURS OF WORK:	Part time, term time only

2 OBJECTIVE OF ROLE

In conjunction with the College Mental Health Team, to support retention and attainment by providing specialist support and interventions for students experiencing mental health difficulties, including clinical assessment, drop-in service, counselling, signposting and supported referrals to appropriate agencies. To be the 'go-to person' for any tutor enquiries on supporting the mental health of their students.

3 DESCRIPTION OF MAIN RESPONSIBILITIES:

Provide booked assessments and short-term counselling to students.

Providing immediate support to students when necessary, including mental health crisis presentations, risk assessments, and liaison with the safeguarding team.

Provide supported referrals of students to appropriate external agencies where necessary.

Advise and support college staff in managing students with mental health concerns.

Organise and deliver themed workshops / sessions for students on mental health.

In conjunction with the College Mental Health Team, lead on service development of the counselling service.

Act as the college's representative and network with external services in relation to mental health, to continue to improve the referral process for students.

Maintain confidential records and produce termly reports for the Learner Services Manager.

Always maintain professional confidentiality and boundaries.

To undertake regular training in relation to your role.

To comply with the College's Health & Safety, Safeguarding, Equal Opportunities policies and the Data Protection Act.

Undertake other reasonable duties as requested by the Learner Services Manager.

4 NUMBER OF STAFF SUPERVISED AND GRADES:

N/A

5 MAIN CONTACTS:

Students

Teaching and support staff

Family members

External Agencies

General Practitioners

6 MAIN TYPES OF DECISIONS TAKEN:

Decisions related to the operation of the tasks outlined above.

7 PERSON SPECIFICATION:

EDUCATIONAL ATTAINMENTS OR ACADEMIC/ PROFESSIONAL QUALIFICATIONS:

A BACP approved Diploma/Degree in Counselling

BACP Accreditation (or Registered and working towards Accreditation)

WORK EXPERIENCE:

Significant experience of counselling young people (e.g. BACP Core Competences for Working with Young People)

Experience of working in an educational setting

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:

Knowledge of development in young people

Knowledge and understanding of mental health problems in young people

Knowledge of legal frameworks relating to working with young people

Ability to communicate with young people of differing ages, developmental levels and backgrounds

Knowledge of and ability to operate withing professional and ethical guidelines

Knowledge of and ability to work with issues of confidentiality, consent and capacity.

PERSONAL QUALITIES

Highly professional, confidential and robust approach

Innovative, organised

Assertive, resilient

Honest, diplomatic

Ability to work both independently as part of a team

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment.

This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure and Barring Service.

NAME: Nicky Branson

DATE: October 2020