



Person Specification

Job Title Student Counsellor	Thematic Area Q3 Academy Great Barr	Date Completed June 2020
Grade Scale 4/5	Location Q3 Academy Great Barr	Signature

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	How identified
1. Physical	<p>A good attendance record. Candidates should have less than 2 periods of absence or 6 days in last 6 months.</p> <p>Reference requests for the successful candidate(s) will ask for absence information for the previous two years.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made.)</p>		Job and medical history from application form and references.
2. Qualifications	<p>Relevant Counselling qualification at Diploma level or above, and registered with BACP or equivalent body.</p> <p>At least 2 years post qualification experience as a practising therapist or counsellor with BACP</p> <p>Candidates should be educated to a good standard of education (e.g. 5 A*-C at GCSE)</p>		Formal possession of an appropriate qualification to be verified at interview or from records

	Essential	Desirable	How identified
3. Experience	<p>Demonstrate knowledge and experience of providing high quality counselling and guidance.</p> <p>An ability to prioritise and select approaches based on a sound assessment of a student's needs, escalating where appropriate to safeguard the welfare of the student.</p> <p>Skills and experience in counselling children and young people.</p> <p>Proven ability to communicate effectively with young people.</p> <p>An understanding of the range of issues that 11 – 18 year olds experience.</p> <p>An ability to work with a range of teams and individuals within the Academy and external agencies.</p> <p>Knowledge of recent developments in practice and ability to apply and communicate these with other colleagues.</p> <p>Excellent administrative skills including planning and prioritisation</p> <p>A good understanding of effective ways to safeguard and support vulnerable students.</p>	<p>Experience of counselling in an educational setting.</p> <p>Track records of success with working with young people.</p>	<p>Past employment activity record, performance in related selection methods.</p>
4. Skills and Abilities	<p>Commitment to the importance and maintenance of confidentiality.</p> <p>Ability to maintain up-to-date notes/records, to write well-presented reports and complete accurate admin records within the required deadlines.</p> <p>Ability to adhere to counselling ethical guidelines</p> <p>Ability to advocate on behalf of students.</p> <p>Ability to liaise/consult as appropriate with a range of professionals and agencies as well as students and parents.</p> <p>Good IT skills.</p>	<p>Understanding and experience of school and education systems.</p> <p>Experience of group work with young people.</p> <p>Ability to support the development of high quality pastoral care across the Academy.</p>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
5. Personal Qualities	<p>Strong moral compass with regard to supporting our most vulnerable students.</p> <p>Strong written and verbal communication.</p> <p>Reliable, punctual and responsible.</p> <p>Ability to work as a member of a team.</p> <p>High level of motivation independence and commitment.</p> <p>Willing to attend all relevant training.</p>		