



HM Government of Gibraltar

Non-Permanent School Counsellor Job & Person Specification

POST:	Non-Permanent School Counsellor
DEPARTMENT:	Education
RESPONSIBLE TO:	Headteacher & Deputy Headteacher
ACCOUNTABLE TO:	Education Advisor (Welfare)
WORKING HOURS:	37 hour week (working hours to be negotiated with the Department of Education Advisory Team and will include periods outside term time)

JOB PROFILE:

- To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
- To provide support, guidance and advice to parents, carers and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
- To actively collaborate with the DoE to further develop counselling services in primary and secondary schools, inclusive of the college.
- Facilitate data collection and audit through contemporaneous record keeping that will assist in service redesign for the future mental, social and emotional wellbeing of students.
- To contribute to the promotion of positive mental health via the PSHE framework in collaboration with the PSHE Working Party.
- To work in close collaboration with other School Counsellors.
- To work in both in primary and secondary education possibly on a rotational basis as deemed appropriate.

Conceptual Framework:

- Counselling as a preventive measure.
- Counselling as part of a stepped or incremental approach within the school structure and in support of specialist mainstream mental health services (CAMHS) when deemed appropriate.
- As a tapering intervention when a case is closed by CAMHS.
- Reduction in stigma and waiting times as a regulated in-house service.
- The provision of continuity of care and support through all facets of education (primary, secondary and tertiary).
- Early detection, intervention and prevention of mental ill health.
- Engagement in positive mental health promotion as well as pre-crisis and crisis scenarios.

Duties and Responsibilities:

- To perform counselling duties within the Code of Practice and Ethics recommended by the British Association for Counsellors (BACP) and established School Policies.
- To adhere to the DoE School-Counselling Operational Policy and referral pathways.
- To complete and maintain appropriate confidential records and ensure that confidentiality is maintained in all aspects of work.
- To attend all training and Continuous Professional Development (CPD) workshops as required (locally or abroad).
- To maintain up to date client records.
- To maintain a client centred approach.
- To attend regular clinical supervision sessions (individually or collectively) and complete appropriate records.
- To liaise with members of the school team in order to work in the best interests of your client.
- To liaise with other appropriate agencies (internal and external) in consultation with the Head Teacher.
- To have thorough knowledge of Mental Health provision locally and internationally.
- To continually review and evaluate the service.
- To abide by school policies on Health and Safety and general working practices.
- To undertake such other duties identified by the Head Teacher as may be appropriate to the role.

Pastoral Care:

- Deal with, or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Be mindful, at all times, of the school's Equal Opportunities policy or equivalent.
- The school counselling service is not a substitute for existing pastoral care arrangements, but rather a service that complements this.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the DoE on all issues to do with Health, Safety & Welfare.

Continuous Professional Development (CPD):

- In collaboration with the DoE plan and actively participate in a CPD programme recognising the future needs of the school service. Identify themes and target these for development.
- Keep up-to-date with research and developments pertinent to the field, which may lead to improvements in the counselling service provided.
- Participate in monitoring, evaluation and review arrangements as an integral member of the established Positive Mental Health Steering Groups.
- Plan and deliver relevant training for staff as and when needs are identified.

PERSON SPECIFICATION – NON-PERMANENT SCHOOL COUNSELLOR

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none"> • Minimum of a diploma in counselling. • Registered member of the BACP or equivalent. 	<ul style="list-style-type: none"> • Other specialist qualifications applicable to role. • Working toward Accredited Membership.
Experience:	<ul style="list-style-type: none"> • 200+ hours of supervised client work. • 3 years' post-qualification experience of supervised client work. 	<ul style="list-style-type: none"> • Experience of working with, focused counselling interventions and/or evidence based psychological interventions under appropriate supervision. • Experience of working with complex issues around child protection and safeguarding. This may include issues around domestic violence as well as all forms of child abuse. • Experience in applying BACP evidence-based curriculum for counsellors who work with schoolchildren and young adults. • Experience in applying BACP evidence-based competence framework for humanistic counselling for young people aged 11- 18.
Key Skills and Behaviours:	<ul style="list-style-type: none"> • Delivery of counselling interventions. • Ability to provide and receive highly complex or contentious information which requires motivational, negotiating, empathetic or reassurance skills with clients who may be hostile, antagonistic or highly emotive. • Possess analytical and judgement skills which involve complex situations and that require analysis, interpretation and comparison of a range of options. • Competent IT skills in word processing and email. 	

Key Skills and Behaviours (Cont.):	<ul style="list-style-type: none"> • A non-judgemental outlook and a willingness to work with all kinds of people. • Excellent observation and listening skills. • Patience, tolerance and sensitivity. • An understanding of your own attitudes and responses. • A belief that all clients are able to make positive changes. • An appreciation of confidentiality issues. • Be Organised and reliable. • Empathic interpersonal style. • Reflective capacity. • Personal self-care and awareness. • To be an effective team player. • Be enthusiastic and motivated. • Able to be flexible towards service needs. 	
Specialist Knowledge	<ul style="list-style-type: none"> • Model of counselling/ therapy and theory that underpins counselling and evidence based psychological therapies under supervision. 	<ul style="list-style-type: none"> • Knowledge of issues of child protection and safeguarding families; and Adult Safeguarding issues. • Understanding of CAMHS functioning.