



## JOB DESCRIPTION

**Job Title:** Student Counsellor

**Line Manager:** Mental Health Coordinator

### **Summary of Job**

To provide counselling sessions to students at the college and support the inclusive culture of mental health and welfare.

### **Responsibilities**

1. To be available for one to one counselling as appropriate (10 hours), including evaluation, formulation, assessment and risk assessment.
2. To adhere to BACP/UKCP code of ethics and College policies regarding confidentiality and guidelines for best practice.
3. Analyse and assess individual students' needs and where necessary liaise with pastoral staff to support the referral of the student on to an appropriate professional setting.
4. Maintain comprehensive clinical notes and confidential records for the individual students seen, in line with College policy and guidance of relevant GDPR law.
5. To attend regular Student Welfare and Mental Health team meetings.
6. To participate in supervision and reflective practice.
8. To attend regular meetings of the counselling team and regularly meet with the Mental Health Coordinator.
10. To contribute to development of resources and materials for staff and students.
11. To ensure that all records and administrative tasks are completed correctly in line with College safeguarding procedures.
12. To be organised and able to work independently.
13. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.

14. To keep up to date with Continuing Professional Development, as recommended by your professional body.
15. To carry out other reasonable requests as may be required from time to time by the Principal.