

Job Role Details		Last Updated: June 2018
Department/ Location:	Student Support / Cross site	
Job Title:	Student Counsellor	
Salary Grade	Grade F	
Responsible to:	Assistant Principal	
Responsible for:	No staff management responsibilities	
Job Purpose Statement:		
<p>Provide confidential counselling to Further and Higher Education students at the College, to enable them to succeed in programmes of education and training.</p>		

Main Responsibilities and Duties:

The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:

1. Provide individual counselling in relation to personal, family and social matters to Further and Higher Education students, via a self-referral, confidential service for individual counselling and support, ensuring that clients are seen in a timely and clinically safe manner and that waiting times are kept to a minimum
2. Work within the ethical and practice guidelines of the BACP, performing duties within codes of practice and ethics recommended by the BACP, UKCP or equivalent operation, including regular supervision of all client work, continued professional development as required and maintaining professional civil liability insurance as well as undertaking college training, college mandatory training and CPD as required.
3. Under the direction of the Student Support Manager, regularly review service policies, procedures and provision.
4. Build and maintain mutually supportive working relationship with Head of Departments, Course Tutors, Progress & Performance Tutors and other relevant college staff.
5. Assist the Student Support Department in the development of counselling and student information materials, including signposting and collaboration with local Mental Health services.
6. Maintain an update date knowledge and awareness of national policies, issues and



trends relating to young people and adults and the Further and Higher Education environment.

7. Report regularly on numbers using the service and provide a general overview of the types of problems which the users of the service are presenting, working with the Student Performance Administrator in relation to collating and inputting collected data onto manual and electronic databases.
8. Work with the Student Support Manager in gathering and collating statistics and writing the annual report for the service as a whole.

Hearts & Minds

All staff working at MidKent College are encouraged to work in accordance with the Hearts and Minds ethos developed throughout the organisation. This is designed to allow all staff to take ownership of their development and of the development our students to ensure they have the very best experiences and outcomes whilst at MidKent College. The attitudes and qualities a staff member will portray include Passion, Pride, Resilience and Purpose within their work.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

