

**Person Specification**

**School Counsellor**

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| **Essential knowledge**  | **Desirable knowledge**  |
| * A clear and demonstrable grasp of theoretical bases underpinning the process of counselling
* A good understanding of the key issues impacting on young people’s lives today
* An understanding of, and ability to work within,

the BACP Ethical Framework for Good Practice in Counselling* Knowledge and experience of assessment and referral procedures
 | * Awareness of requirements of the Disability Discrimination Act, Data Protection Act and Freedom of Information Act as applied to the counselling role
* Familiarity with the SEN Code of Practice
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| **Essential skills /abilities**  | **Desirable skills/ abilities** |
| * Excellent communication and listening skills
* Substantial experience in one-to-one counselling
* Experience of short-term therapeutic work
* Ability to maintain confidentiality appropriate to the setting
* Ability to maintain accurate records and to generate reports as required
* Good organisational and administrative skills
* Ability to work well under pressure, exercise thoughtful judgment and display sensitivity
 | * ICT literate
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| **Essential understanding experience** | **Desirable understanding experience** |
| * Evidence of proven post qualifying supervised practice
* Experience of working and liaising with other agencies and with a diversity of client groups
 | Experience of counselling in an education environmentExperience of contributing to service evaluation |
| **Essential qualifications**  | **Desirable qualifications**  |
| * Educated to Professional Diploma level (Counselling)
* Accreditation/Registration with BACP or UKCP or equivalent
* Hold, or actively to be working towards BACP accreditation
 | An educational based qualification |
| **Essential Personal attributes**  | **Desirable Personal attributes** |
| * Enthusiasm for working with children and young people
* Patience, tolerance and sensitivity
* A mature, flexible and non-judgmental outlook
* Sense of humour
 | Driving licence with access to own vehicle |