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**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 |
| **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 |
| **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 environment  Experience 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 |