

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Placement for Counsellor in Training
<b>Job Title:</b>	Placement for Counsellor in Training
<b>Reports to:</b>	Counselling and Wellbeing Team Leader
<b>Grade</b>	Student Placement
<b>Date of compilation:</b>	June 2023

### ROLE SUMMARY:

To deliver counselling to Leeds City college students under the mentorship of an identified counsellor and mental health officer within the Wellbeing team. The trainee will follow and apply the BACP ethical Framework in respect of their work with students. The trainee will respond in line with the college's commitment and duty to safeguarding to ensure the provision of a safe learning environment for students at the college. The trainee will uphold the professional standards of the college and demonstrate their autonomy and professionalism within the role and meet with their college placement mentor regularly as required, to discuss their progress.

### CORE RESPONSIBILITIES:

1. To provide short term counselling to students at Leeds City College to promote positive mental health, wellbeing and engagement in learning.
2. To complete Core 10 clinical screening each during sessions to support identification of presenting needs and risks and to track student progress.
3. To arrive at least 15 minutes before their first client session to check in with their placement mentor and to stay 15 minutes after to check out with their placement mentor.
4. To discuss their client work with their placement mentor and bring any safeguarding concerns to the notice of their placement mentor immediately.
5. Ensure that students understand the service offer and ensure engagement with the student counselling contract to access the offer.
6. Comply with policy and procedures around student confidentiality.
7. Build positive relationships with learners and provide support to ensure successful outcomes.

## **DEPARTMENTAL RESPONSIBILITIES**

1. Identify appropriate support interventions through holistic assessment of student need, including identifying risks and identifying a package of support, including mobilising external urgent response agencies.
2. Manage a small caseload of students ( x3) requiring ongoing assistance, providing time limited counselling, support, signposting and regular review of support needs.
3. To work to assist students to overcome challenges that can be faced from experiencing traumatic events and alleviate the impact of this on students' engagement in education.
4. To establish effective ways of communicating with students, and engaging in therapeutic interventions to improve wellbeing.
5. Maintain appropriate knowledge of mental health and well-being information and resources. Offer practical support/advice/ signposting to students regarding self-care and positive mental health.
6. To remain updated with current mental health policy and therapeutic evidence based practice.
7. Maintain accurate student case records, appropriate levels of confidentiality and provide regular statistical data for all service usage activity.
8. Participate in regular external supervision in line with the BACP requirements.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

### **Energy & enjoyment**

### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

**Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Trainee Counsellor ( Placement)
<b>Department</b>	Student Life

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

<b>1. Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Must be currently undertaking year 2 of diploma level of any counselling or psychotherapy course recognised by the BACP. Must have completed year 1	A/ I
E	Q2. Good general education including literacy and numeracy at level 2	A/I
E	Q3. Student must hold student membership to regulatory body (i.e BACP)	A/I
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Full knowledge of the BACP ethical framework	A/I
	EK2. Experience of working with people from a wide diversity of cultures and ages.	A/I

E	EK3. Knowledge of wellbeing and mental health issues faced by young persons and adults	A/I
D	EK4.Experience of working in a college or other educational environment	A/I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1.Excellent interpersonal skills which can be adapted to meet the needs of students	A/I
E	SC2. Able to plan and deliver quality counselling sessions	A/I
E	SC3. Able to holistically assess risk and need to inform appropriate ongoing actions and package of support.	A/I
E	SC4. Able to work in a adaptable and flexible manner to accommodate the requirements of different learners	A/I
E	SC5.Be a good listener who is empathetic and non-judgemental.	A/I
E	SC6. Maintain accurate and objective record keeping	A/I
E	SC7. Ability to find to follow the BACP ethical Framework	A/I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	BVE 1. Support and promotion of equality, diversity and inclusion	I
E	BVE 2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I

E	BVE 3.Commitment to the PREVENT agenda	I
E	BVE 4.Commitment to professional standards	I
E	BVE 5..Commitment to restorative practice approaches	I