

**EYE TO EYE
YOUNG PEOPLE'S COUNSELLING
SERVICE**

School Counsellor

Closing Date 7th December 2018

Safeguarding Statement

Eye to Eye is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across services

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GDPR: Privacy Statement for Applicants.

Data controller: Alison Theaker 01443 202940, e mail: alison.theaker@rctcbc.gov.uk

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

For Counselling roles, the organisation is obliged to seek information about criminal convictions and offences. The charity does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file for one year in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

About Eye to Eye School Counselling Service

Eye to Eye is a free confidential counselling service for young people between the ages of 10 and 25 years living within Rhondda Cynon Taf.

All our school counsellors are professionally qualified, highly skilled and possess an excellent level of interpersonal skills. Our counsellors are motivated and enthusiastic about working with young people and are ethically aware in all aspects of their work with partner organisations.

Eye to Eye has a commitment to the wellbeing of all its clients and work carried out is in accordance with Eye to Eye Policy and Procedures, the British Association for Counselling and Psychotherapy's, Ethical Framework the All Wales Child Protection Procedures and the Social Services and Well Being Act.

The charity is managed by a board of Trustees and has both employed and voluntary staff. We work closely with Colleges and Universities offering placements to trainee counsellors who are experienced in working with young people. These placements are alongside trained counsellors and are community based across Rhondda Cynon Taf.

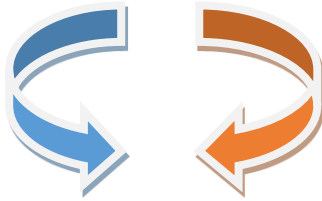
Eye to Eye is an organisational member of the BACP and the Children and Young Peoples Division, a member of Interlink Voluntary Sector Organisation and the Wales Council for Voluntary Action.

All our counsellors are members of the BACP, fully insured to carry out their work and have regular supervision alongside professional training and development opportunities.

SOMETIMES.....we all need someone to talk too

Organisational Structure

Board of Trustees



Managing Co-ordinator

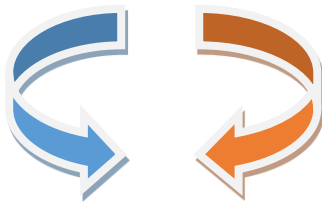


Assistant Co-ordinator

School Liaison Officer



Finance Officer



Schools, Alternative Provisions and Volunteer
Counsellors

Job Description

(RCT) Eye to Eye Young People's Counselling Service

JOB DESCRIPTION: SCHOOL COUNSELLOR.

JOB TITLE	School Counsellor
HOURS OF WORK	32 hours X39 weeks per year
CONTRACT PERIOD	Subject to RCT Funding
PAYMENT	Fully qualified Term time only £27'300 pro rata
HOLIDAYS	Equal to 5.6 working weeks pro rata
PENSION	3% Employer
DEPARTMENT:	Schools Counselling
RESPONSIBLE TO:	Board of Trustees and Co-ordinator

OVERALL PURPOSE OF THE JOB

- To provide a professional counselling service to young people and children in schools within the remit of the charity and as requested by the charity.

IMPORTANT DETAILS

This employment is subject to the post holder having the relevant **COUNSELLING** qualification and the completion of a 39 working weeks probationary period. The applicant will be expected to work in chosen schools in RCT.

DUTIES AND RESPONSIBILITIES

- To perform counselling duties within the British Association for Counselling and Psychotherapy, Ethical Framework for the Counselling Professions and Eye to Eye Service Standards and Policies.
- To deliver counselling to young people attending schools in RCT in an ethical manner following all guidance from your professional body and Eye to Eye counselling.
- To deliver specialist counselling interventions to young people attending additional needs schools and pupil referral units.
- To work alongside the School Link Staff to ensure young people have timely access to the school counselling service
- To manage school waiting lists and assess young people referred into the counselling service.
- To ensure young people are able to access their appointments and keep accurate records of attendance.
- To report immediately to the school liaison officer any child protection issues that arise within your school practice or any child protection concern that will have an impact on your work as a counsellor.
- To maintain up to date client records.
- To ensure that necessary paperwork is completed and collated in line with Eye to Eye guidelines enabling counselling to take place within the school setting.
- To complete and maintain appropriate confidential records and ensure confidentiality is maintained in all aspects of work within the confines of the Eye to Eye organisation.
- To complete and submit in a timely manner all necessary counsellor timesheets, travel expenses and paperwork to the charity.
- To liaise with members of the school team in order to work in the best interests of your client.
- To abide by host schools policies on Safeguarding, Health and Safety and general working practices
- To liaise with appropriate agencies and work with partner organisations in order to represent the best interests of your client.
- To attend all training and staff development workshops as required.
- To maintain a client centred integrative approach.
- To attend and actively take part in all supervision sessions including the completion of all necessary records.
- To actively develop your knowledge and understanding through reading BACP journals and counselling publications.

- To actively seek assistance, advice and help on complex client issues from experienced eye to eye counsellors and management staff.
- To undertake such other duties identified by the co-ordinator or management team, as may be appropriate to the organisation.

QUALITY ASSURANCE

- Ensure compliance with Eye to Eye's policies and procedures.
- Ensure all client paperwork is stored confidentially.
- Ensure clients information is only shared appropriately.
- Ensure compliance at all times with Eye to Eye's Child Protection Policies and Procedures.
- Ensure client and school evaluations are completed and returned to the office.
- Ensure all paperwork is completed, safeguarded and analysed as requested by the School Liaison Officer.
- Ensure that ongoing professional development is maintained.
- To ensure the timely submission of all paperwork connected to your role both personal and client based.
- Ensure membership, registration or accreditation with the BACP as a professional body.
- Ensure behaviour is such that it does not reflect badly in any way on the reputation of the charity.
- Ensure all statements on behalf of the charity to school, media or partners are directly from the management of the charity.

COMMUNICATIONS AND REPORTING

- Promote effective communication and teamwork through regular weekly meetings and supervision.
- Maintain regular contact with the management team at all other times.
- Report all Child Protection Concerns to the Organisations.
- Report directly to Eye to Eye management taking into account relationships with Head Teachers and Link Staff in schools.
- Be contactable via their allocated Eye to Eye mobile phone during working hours.

DEVELOPMENT

- To identify gaps in provision that may be filled using appropriate training or management intervention.
- Continued professional development within the service and ensure your own personal development and emotional awareness.

GENERAL

All staff are expected to:

- Possess a full clean driving licence and have use of a vehicle which is insured for work purposes.
- Positively support equality of opportunity and equity of treatment to colleagues in accordance the Equal Opportunities legislation.
- Comply with Eye to Eye policies and procedures.
- Attend ongoing counselling training.
- Be polite whilst working with other colleagues and staff at school.

PERSONNEL

- The post holder must be qualified to Post Graduate or Degree Level in Counselling and have experience working therapeutically with young people.
- Provide a safe, therapeutic space in which the child/young person can explore what's bothering them in a confidential, non-judgemental and empathic environment. Encouraging their autonomy and developing coping strategies.
- The post holder must possess a high level of interpersonal skills and be motivated and enthusiastic.
- The post holder must have proven skills in working with young people with additional needs and young people whose behaviour can be challenging
- Maintain professional standards in relationships with young people, including non-discriminatory practices, and maintain a high level of confidentiality and discretion as directed in Eye to Eye policies and procedures.
- The post holder must be a registered member of the BACP or be an Accredited BACP Counsellor.
- To undertake other duties which are not detailed in this job description but which fall within the aims of Eye to Eye Counselling Service.
- To develop skills to meet the requirements of the post and to be responsible for their own continual professional development.

NATURE AND SCOPE

Counsellors will be allocated schools within RCT, we will endeavour to maintain the same counsellor in that school post, but there may be occasions when due to organisational necessity the counsellor will be reallocated to another school. Therefore the post holder must be flexible in their approach, understand that schools allocation is fluid and be able to drive and have access to a motor vehicle to perform this post.

The post holder will be allocated schools RCT, depending on the need of the charity.

The post holder will be able to work creatively various tools and workbooks.

The post requires the ability to work on one's own and the ability to develop the skills of others in order to carry out your work.

The post holder must be able to work as part of the Eye to Eye counselling team and provide an efficient and effective service to the allocated school and the Charity.

Person Specification

***Please note: As this post works with young people, the successful applicant must undergo a DBS Check with our organisation. The position will not be confirmed until successful clearance has been obtained.**

	Essential	Desirable
Education, Qualifications and Specialist Training	<p>Post Graduate / Degree Qualification in Counselling.</p> <p>Intergrative approach</p> <p>Membership and Registration/ Accreditation with the BACP.</p>	<p>Working towards accreditation.</p> <p>Experienced counsellor working with young people in a counselling role.</p>
Knowledge and Skills	<p>An understanding and commitment to working within the guidelines of the BACP Ethical Framework for the Counselling Profession</p> <p>Knowledge of the complexity of working with young people</p> <p>Knowledge of counselling procedures and practices when working with young people within an organisational context.</p> <p>Ability to work creatively, combined with counselling interventions</p> <p>Ability to liaise with family members (where appropriate to do so)</p> <p>Developed, proven and time served counselling skills</p> <p>Evidence of previous and regular counselling supervision attendance in line with BACP guidelines.</p> <p>A good knowledge of the current legislation and rights relating specifically to young people.</p> <p>Knowledge and understanding of IT systems</p> <p>Good oral and written communication skills.</p> <p>Good telephone manner.</p>	<p>Up to date knowledge of Word and Excel</p> <p>The ability to speak Welsh, desirable but not essential</p>
Experience	<p>At least two years supervised post qualifying counselling practice or experience as a volunteer counsellor with Eye to Eye counselling service</p> <p>Proven experience of working with young people who have additional needs or behaviour that challenges</p>	

	<p>Ability to adapt all counselling theory into an integrative creative practice.</p> <p>Ability to be flexible in the approach used to best suit the clients needs.</p> <p>The ability to use creative tools</p>	
<p>Requirements</p>	<p>Knowlwdge and understanding of safeguarding children and young people and vulnerable adults</p> <p>Abilty to precisley follow charity safeguarding procedures.</p> <p>Able to drive and have a clean licence and access to a vehicle.</p> <p>Awareness of confidentiality issues.</p> <p>Ability to work diversely with young people.</p> <p>Sensitivity, but able to be firm when necessary.</p> <p>The ability to work flexibly and adapt to the requirements of the charity when required.</p> <p>The ability to close sessions after a 6 week period.</p> <p>Able to work effectively with people from a range of backgrounds and age groups.</p> <p>Able to work under pressure.</p> <p>Able to complete timely statistical data and other required paperwork and maintain computer records.</p> <p>The ability to be flexible and adaptable to work in non designated schools when required.</p> <p>Approachable and warm, with a good sense of humor and possess a natural desire to work within the 11 to 19 age range.</p> <p>Confidence to work in partnership with other professionals representing the charity, their client and the counselling profession.</p>	<p>Able to work as part of a group supervisory team.</p> <p>Ability to manage school waiting lists effectively.</p> <p>Open to training that suits the need of the charity and its work.</p>

Recruitment Process & Timetable

APPLICATIONS MUST BE RETURNED TO

Alison.theaker@rctcbc.gov.uk

Please read this pack carefully, only candidates with a Counselling Qualification and the relevant experience will be invited for interview.

Please complete the application form below and forward it by E mail to Alison.theaker@rctcbc.gov.uk (this is not case sensitive)

The closing date for this application is 7th December 2018

Short-listed candidates will be advised by telephone and e mail and advised of the arrangements for formal interview. Those applicants not short-listed will be advised by e mail.

Response Instructions

How to apply

Please send your CV(if not already sent) together with the completed application form. Please note your application will not be processed if you cannot demonstrate that you have all the essential criteria noted above. For monitoring purposes please complete the equal opportunities form. (Your CV without the application form will not be accepted)

If you are unable to E mail your application it can be posted to: Alison Theaker, Eye to Eye Youth Counselling Service, Beddau CEC, Bryncelynog School, Beddau Pontypridd RCT, CF38 2AE the E mail address is Alison.theaker@rctcbc.gov.uk

The Application:

You may supply additional material if relevant.

References:

References will be taken up after the interview stage for the successful candidate. The post is subject to reference

As this is a counselling post our requirements for references are as follows.

One reference must be from your current or previous employer or someone who can comment on your abilities in a work context.

The other reference must be from your current counselling supervisor.

It should be noted that you will be required to undergo a DBS Check.

Equal Opportunities:

Eye to Eye is committed to making appointments on merit by fair and open processes, taking account of equal opportunities.