

JOB DESCRIPTION

Job Title: **STUDENT COUNSELLOR**

Line Managed By: HEAD OF STUDENT SERVICES

JOB PURPOSE & OBJECTIVES

To be responsible to the Head of Student Services in the effective delivery of counselling and support services for students to enhance student wellbeing.

Key Tasks

To provide an effective and confidential counselling service to students.

To provide guidance and support to students and operate an effective and appropriate referral process to internal and external support services.

To adhere to the BACP (British Association for Counselling & Psychotherapy) accreditation or equivalent ethical framework.

Ensure case records on each counselling session is kept in a secure place in accordance with the Data Protection Act.

Refer child/adult protection concerns to the College Safeguarding Lead.

Provide guidance and information on the counselling service and the role of the counsellor to students, staff and line managers.

Assist in the promotion of counselling and support services to improve the emotional health and wellbeing of students.

Support and deliver training on Mental Health, Safeguarding and Wellbeing.

Contribute to the continual development and quality improvement of the Department in order to meet targets as outlined in the Departmental Operational Plan.

Represent the College at promotional events.

Ensure compliance with all Health and Safety requirements as laid down in the College H&S Policy.

Be aware of and ensure the implementation of all College policies.

Any other duties in relation to the student support service as specified by the Head of Student Services.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: August 2023