Job Description – College Counsellor (Part-time)

LINE MANAGER – Senior Tutor, Emmanuel College

Working hours – 480 hours per annum

Purpose of the job - The College Counsellor functions as an integral part of College life, working with the Senior Tutor, the Dean, the Tutors, Advisors to Junior Members and the University, to promote the welfare and well-being of Junior Members, and in support of their educational purpose at the College.

The College Counsellor will have availability in college on two days a week during University terms and at other times outside term, 480 hours each academic year.

AREAS OF RESPONSIBILITY:

- To provide a prompt and accessible in-house assessment and consultation service for Junior Members (undergraduates and postgraduate students).
- To provide advice and support to Tutors with respect to the psychological well-being of Junior Members.
- To provide pastoral group work with the Dean.

The post holder will be professionally qualified, and whilst familiarity with the variety of approaches used in counselling, no specialisation is required.

MAIN DUTIES:

1. To provide up to 456 hours of individual consultations for Junior Members, concentrated mainly in the Normal Period of Residence (NPR), at scheduled times to be agreed with the Senior Tutor. (The NPR is defined for each academic term within the College Calendar of Events as approved by the Governing Body, and a copy of the College Calendar of Events is available on request from the Bursar or on the College website). Some availability outside NPR is required for the support of postgraduate students.

2. To be present in College on two days of the week during NPR in order to provide a series of half-hour drop-in sessions on each day, and on a smaller number of occasions outside NPR, as appropriate. The College Counsellor may be contacted by email or telephone, but it is expected that students will consult the Counsellor in person during these times. All work involving contact with Junior Members must take place on College premises, normally within the hours agreed by the Senior Tutor.

3. To provide individual consultations comprising assessment by interview, and brief applications of therapeutic psychology or onward referral, as appropriate. The
College Counsellor is expected to be fully familiar with the counselling options available through the University Counselling Service and via the NHS and privately.

4. To work together with the Dean, in a mutually agreed model, to conduct pastorally-orientated groups for a total of 24 hours per academic year with regular reference to a qualified supervisor. These sessions will cover advice on well-being and related issues, and may involve college student union representatives (Emmanuel College Students Union or ECSU) and postgraduate representatives (the Middle Common Room or MCR). To be able to advise or contribute to other pastoral or educational initiatives within the College.

5. To be available as needed for email, telephone, or personal consultation by the Tutors, in order to provide them with support in pastoral and welfare matters that may arise in the course of their tutorial role with Junior Members, particularly during NPR. Please note that it is not intended that this availability should constitute an emergency or ‘on call’ facility.

6. The post holder should refer to professional supervision as necessary in respect of matters associated with individual Junior Members.

7. To treat specific detail of disclosures by all Members in confidence. However, in the event that the Counsellor becomes aware that a Junior Member presents a safety risk to themselves or to others, as a matter of routine to communicate this to a supportive network, including the Senior Tutor and the Junior Member’s GP, and others, as appropriate, and to inform the student of these steps.

8. To be able to network, as the need arises, with others involved in an individual’s pastoral care or welfare, providing indications about the Junior Member’s state of psychological well-being, general areas of concern, and use of support services, to the extent that they are known by the College Counsellor.

9. To attend regular meetings of the College Counsellors’ Network within the University, for peer support, information, and advice.

10. To be aware of, and abide by, the ethical requirements of the professional body or bodies (such as UKCP, BACP, BPS, BPC) relevant to the post holder’s qualifications.

11. To maintain current professional indemnity insurance at the post holder’s personal expense.

12. To maintain an appropriate level of personal professional training and development, and a working awareness of matters relevant to young people’s development.

13. To liaise with the University Counselling Service in general, as agreed with the College, and as required specifically in the best interests of individual Junior Members.

14. To confer with the Senior Tutor and with other members of the Master and Tutors’ Committee at Welfare Lunch meetings, which normally take place at the commencement of each term.

15. To prepare an annual report, providing consultation statistics and trends for the academic year past, for discussion with the Master and Tutors’ Committee at the first meeting of the Michaelmas Term.
ADDITIONAL DUTIES

1. To Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times. Copies of these policy documents will be provided on induction.

2. Any other duties and responsibilities consistent with the role of College Counsellor as may be reasonably requested from time to time.

PERSON SPECIFICATION:

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<th>Qualification</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td>Qualification</td>
<td>Professional counselling qualification</td>
<td>Qualification in counselling approaches and styles</td>
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| Knowledge/Background   | Clinical training                                     | Specific expertise in counselling approaches and styles |
|                        | Familiarity with the range of counselling approaches and styles |
|                        | Knowledge of the pressures on those of student age and their psychological implications |

| Experience             | Clinical experience relevant to student age cohorts.   | Experience with other populations such as young people |
|                        |                                                       | Experience with specific cohorts facing particular challenges |

| Skills/Abilities       | IT skills including MS Office                        | Ability to work as part of a wider welfare team         |
|                        | Excellent Interpersonal skills and ability to communicate at all levels |
|                        | Ability to work independently                         | Ability to work independently                           |

| Personal Qualities/Attributes | Ability to interact empathetically and professionally with students | Ability to establish rapport with young people from different backgrounds |