

School Counsellor - Personnel Specification

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a School Counsellor. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

Attributes	Criteria	How Identified	Rank
Education and Training.	1. Minimum of five GCSEs (or equivalent) grade C/4 or above including English and Mathematics.	A	Essential
	2. Minimum of Diploma in Counselling with both adult and child counselling qualifications and experience.	A	Essential
	3. BACP membership, UKCP registration or BPC.	A	Essential
	4. Degree of Post-graduate Diploma or Masters level in Counselling or Psychotherapy.	A	Desirable
Skills and level of experience.	5. Very strong communication skills both written and verbal.	A & I	Essential
	6. Effective organisational, time management and prioritising skills.	A & I	Essential
	7. Experience and ability to communicate with a diverse range of colleagues.	A & I	Essential
	8. Experience in working with external agencies.	A & I	Desirable
Abilities, behaviours, attitudes and values.	9. Experience of working in a school environment.	A & I	Desirable
	10. Ability to work in a way that promotes the safety and wellbeing of children and young people.	A & I	Essential
	11. Great degree of resilience.	A & I	Essential
	12. Seek to help children rather than help themselves through children.	A & I	Essential
	13. Self-aware and sees how their behaviour impacts on children and adults.	A & I	Essential
	14. Open to showing ideas and not work in isolation.	A & I	Essential
	15. Courage to take action to protect children from harm.	A & I	Essential
	16. Able to establish and maintain good professional relationships with students, parents and staff.	A & I	Essential
	17. Experience of working successfully and co-operating as a team member.	A & I	Essential
	18. Able to work on own initiative.	A & I	Essential
	19. Ability to work with an open-minded, sensitive, tactful and diplomatic approach.	A & I	Essential
	20. A clear understanding of handling sensitive data, maintaining confidentiality, and the implications of data protection.	A & I	Essential
	21. Ability to communicate effectively and professionally.	A & I	Essential
	22. Commitment to continued personal development.	A & I	Essential
	23. Enthusiastic and hardworking.	A & I	Essential
Any Additional Factors.	24. Willingness to contribute to the extra-curricular provision in school.	A & I	Essential

Key:

A = Application
I = Interview

De Aston School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All postholders are subject to a satisfactory enhanced DBS disclosure.