



## RIPON GRAMMAR SCHOOL

### PERSON SPECIFICATION – STUDENT COUNSELLOR

	ESSENTIAL	DESIRABLE/HELPFUL
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree or Level 4 diploma (or equivalent) in counselling</li> <li>• Registered membership of BCAP (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited membership of BCAP (or equivalent)</li> <li>• First Aid at Work certificate</li> <li>• Administration of medication in an educational setting training</li> </ul>
<b>OCCUPATIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Awareness of current issues relating to children and education</li> <li>• Clear understanding and respect for confidentiality</li> <li>• Ability to help resolve conflict and deal sensitively with difficult situations</li> <li>• Good written and verbal communication skills</li> <li>• Good reading, writing and numeracy skills</li> <li>• Basic ICT skills</li> <li>• An awareness of students' development and learning</li> <li>• An understanding that students have differing needs</li> <li>• Good organisational and social skills</li> <li>• Ability to liaise effectively at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> <li>• Understanding of the needs of Service children</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of counselling with children aged between 11-18</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> </ul>
<b>PERSONAL QUALITIES, MOTIVATION AND SOCIAL SKILLS</b>	<ul style="list-style-type: none"> <li>• A high level of emotional intelligence</li> <li>• Committed to the staff and students within school, and wanting the best for them.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Ability to work on own initiative</li> <li>• Positive attitude to student development</li> <li>• Good team player</li> <li>• Sense of humour</li> <li>• Helpful and supportive attitude</li> <li>• Adaptable and flexible</li> <li>• Supportive of school ethos</li> <li>• Enthusiastic</li> <li>• Able to show initiative</li> <li>• Demonstrable interpersonal skills</li> <li>• Confidentiality and flexibility</li> <li>• High standards regarding personal appearance</li> </ul>	
<p><b>OTHER REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviour and attitudes</li> <li>• Ability to use authority and maintain discipline</li> <li>• An empathy for equality and diversity.</li> </ul>	