

JOB DESCRIPTION

Job Title: Counsellor (Maternity Cover)	Band 6: £30,805 to £37,174 per annum <i>Opportunity to progress to £40,497 subject to performance and the university reward scheme</i>
Department: Student Services	
Reporting directly to: Counselling and Mental Health Service Manager	
Main Duties*: 1. To provide counselling support for students with emotional or psychological issues, those on the Autistic Spectrum, and those facing anxiety or challenging life events, through the delivery of specific and focused interventions to facilitate their continued participation in academic programmes. 2. To promote the development of independent learning and self-management strategies for students experiencing practical and / or personal issues affecting their academic performance, responding by action or onward referral as appropriate. 3. To provide assessment / triage appointments for students presenting with urgent issues or emerging mental health conditions, with the ability to appropriately assess risk and act accordingly with University protocol, and facilitating urgent NHS referrals when necessary, with the support of the Counselling and Mental Health Team. 4. To deliver small group interventions to students, such as anxiety management, and to participate in the planning and production of psychoeducational support materials for specific student groups. 5. To keep accurate records of interactions with students, monitor demand and impact and provide data and reports as required on emerging issues relating to individual casework and for student counselling and mental health generally. 6. To maintain appropriate levels of confidentiality in line with policies of the Service, University, and professional requirements. 7. Liaise with academic colleagues, other University services and external agencies (e.g. the NHS Mental Health Services, such as Community Mental Health Services, Early Intervention Service, GP Services etc.) to facilitate academic progression, support students' wellbeing and manage appropriate handover to community support, as required. 8. To offer advice and guidance to academic staff on appropriate learning and teaching strategies for individual students with mental health conditions. 9. To ensure CPD is undertaken appropriately in line with their professional scope of practice. 10. To attend appropriate supervision in relation to client work. Take steps to ensure and enhance personal health, safety and wellbeing and that of other staff and students.	



11. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
12. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
13. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.