

# Recruitment person specification

Post being recruited for: .....School Counsellor

## Council core competencies

### These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

### These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

## Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
<b>Experience</b>	<p>Experience of delivering Counselling.</p> <p>Experience of collaboratively working with others.</p> <p>Communicating clearly with others to identify and implement supports.</p> <p>Customer Service experience, management experience</p>	<p>Experience of delivering counselling in an educational setting.</p> <p>Experience of delivering counselling to 10 to 18 year olds.</p> <p>Liaising with stakeholders and relevant partners to develop school counselling</p> <p>Supporting GIRFEC child planning processes.</p> <p>Experience of listening to the views of children and young people and using them to shape services.</p>
<b>Knowledge, skills and understanding</b>	<p>Sound knowledge of national policy related to School Counselling</p> <p>Strong report writing skills.</p> <p>Well-developed ICT (Information and Communications Technology) skills.</p> <p>Effective and skilled partnership working where stakeholders have competing priorities, demands and expectations.</p> <p>Exceptional time management to successfully deliver effective and efficient services.</p>	<p>Understanding of health and safety requirements and child protection requirements</p> <p>Clear understanding of the national GIRFEC framework and how it is implemented locally in Edinburgh.</p> <p>Understanding of key local partnerships and school systems.</p>
<b>Qualifications and training</b>	<p>Holder of a recognised diploma in counselling for example meeting the requirements of BACP or COCSA registration.</p>	<p>Qualification in counselling supervision</p> <p>Qualification in counselling Children and Young People.</p>
<b>Job specific requirements</b>	<p>This is a school cluster-based post requiring adaptability and ability to exercise a considerable degree of planning and liaison with cluster schools.</p> <p>PVG</p>	<p>Registered with BACP or COSCA</p>