



## **Job Description**

### **School Counsellor (Scottish Borders) Various posts**

<b>Job Title:</b>	<b>School Counsellor</b>
<b>Employer:</b>	Board of Directors, Midlothian Young Peoples Advice Service
<b>Responsible for:</b>	<b>None</b>
<b>Responsible to:</b>	<b>Service Manager, Therapeutic Services (Scottish Borders)</b>
<b>Salary:</b>	Grade SJC 56-60 £35,165 - £37,178 (pro-rata)
<b>Hours:</b>	35 hours per week (Full-time)/ Part-time or full-time as negotiated
<b>Leave:</b>	26 days annual leave + 10 public holidays (pro-rata), to be worked flexibly to suit the needs of the service
<b>Place of work:</b>	Counsellors will be linked to specific School Clusters however, travel throughout Scottish Borders including operating from other venues will be required.

A full driving licence and access to transport or the ability to travel throughout the authority area are required. MYPAS reimburses mileage and supports remote working where appropriate and agreed by line management for administrative tasks.

#### **Special conditions:**

- The contract will initially run 31<sup>st</sup> March 2028
- The post will involve some planned early evening working and occasional weekend working – based on advance notice and a TOIL system.
- You must be able to travel across the Scottish Borders and will be required to attend meetings in Midlothian or East Lothian.
- MYPAS will contribute 6% to the company pension scheme
- The job will be initially on a 3 month probation period. This may be extended.

NOTE: We are open to both full and part-time permutations of these roles

In return for flexibility in working patterns and travel, we offer a supportive, reflective team culture, regular clinical and line management supervision, and opportunities for ongoing professional development. We also encourage autonomy and creativity in shaping your week to suit both the needs of the service and your own work–life balance.

**Job Purpose:**

To deliver a flexible and adaptable school counselling service within specified High School clusters (a high school and associated Primary Schools) to 10-18 year olds.

Counselling will be offered throughout the full calendar year.

Sessions may take place in a range of suitable venues, both within and out with school premises and the school day.

In addition to delivery of counselling and managing the referral process, the postholder will evaluate and report on the results of their work.

**Main Duties:****Work with young people**

Provide weekly counselling sessions to young people aged 12-18 years old at various times and locations across the Scottish Borders

Within agreed procedures and policies personally conduct assessments of young people taking into account their mental health state, contextual factors and capacity to understand and engage with MYPAS.

Manage a specialist clinical caseload and contributes to the management of enquiries, consultations, referrals, monitoring / prioritising the waiting list and discharging clients.

Contribute to groupwork with young people on an occasional basis as required

Work in accordance with recognised good practice regarding confidentiality, age appropriateness, correct codes of conduct, relevant legislation, child protection and ethical frameworks (including BACP and COSCA)

Deliver a limited number of mental health awareness education sessions to groups of young people

To receive regular clinical supervision from an appropriately experienced and qualified counselling supervisor approved by MYPAS management.

**Partnership Working**

Co-ordination and management of case load, liaising as required and with client consent, with third parties from Health, Education, Social Work and Voluntary organisations.

Work with service providers and other parts of the MYPAS service to provide a holistic service to young people, referring to other professionals or agencies as necessary and in line with agreed policies.

Provision of consultancy and advice to professionals across statutory and voluntary sectors with regard to the assessment and support of young people who experience emotional or psychological difficulties.

Provide information, advice, guidance and signposting to young people and their families on emotional and mental well-being.

Ensure the service contributes to the sharing of appropriate information between agencies, working in line with GIRFEC principles.

### **Service Development**

Record monitoring data and evaluation data to analyse and review use and effectiveness of service.

Report on the outcomes and effectiveness of work to the Service Manager

Further develop ways of involving and consulting young people within both the delivery and management of the counselling service

Contribute to the development of MYPAS through attendance at staff meetings, joint planning sessions and intra-agency initiatives as required.

### **Communication**

Ensure that the service is publicised effectively to young people, parents and the wider public.

Work collaboratively with colleagues and the Service Manager to raise awareness of the School Counselling service in Scottish Borders and wider MYPAS services through liaison with relevant agencies and participation in meetings, forums, and training opportunities

Produce written reports, including regular monitoring and progress reports, to funders and MYPAS Board of Directors.

### **Other duties**

Attend, and actively participate in, regular support and supervision (line management) meetings.

Conduct yourself in a professional manner and in line with MYPAS' policies at all times.

Maintain own continuing professional development in line with professional standards and in negotiation with line manager.

Be flexible and open to contributing to the evolving needs of the service as they arise.

Undertake any other appropriate tasks (deemed to be within the competence of the post holder) as instructed by the MYPAS management team

## **Person Specification**

### **School Counsellor**

**Please note: candidates should complete their applications on the basis that evidence should be provided when considering the following criteria.**

#### **Essential:**

Possess an MSc / Diploma or equivalent in a counselling therapeutic discipline

Qualification in working therapeutically with Children & Adolescents that meets the BACP CYP competency framework on working towards this.

Accredited or working towards individual professional accreditation

Member of relevant professional body e.g. BACP or COSCA

Demonstrable post-qualification experience of delivering therapeutic support, with an understanding of the school counselling context.

Experience of working with young people in a non-judgemental way.

Ability to build trusting relationships through empathy, active listening, and emotional sensitivity to young people's experiences.

Proven experience of working collaboratively and insight into effective multi-agency working to support children and young people

Demonstrate, maintain and share with colleagues a high standard of knowledge of the emotional and mental health needs of young people.

Flexible and creative approach to delivering a therapeutic service

A genuine enthusiasm for creative and play-based therapeutic approaches, alongside experience of using these methods to engage and support children and young people effectively.

Strong interpersonal and active listening skills, enabling effective communication and relationship-building.

Effective written communication skills including report writing and presentations

Excellent team working skills with evidence of ability to work using own initiative

Time management skills and able to prioritise personal workload

Ability to monitor and evaluate a wide range of interventions with young people

Evidence of continuous professional development

Knowledge and experience of applying child protection and safeguarding procedures in practice, including appropriate reporting and escalation.

Strong understanding and practical application of anti-discriminatory practice, with a commitment to promoting equity, inclusion, and culturally responsive support.

Proficient in using IT systems to communicate, document, and manage data – including the ability to record, analyse, and interpret information using platforms such as Microsoft Office and case management software.

**Desirable:**

Post-qualification experience of counselling adolescents

Qualification in Therapeutic work with Children & Adolescents

Knowledge of issues that affect young people in the Scottish Borders.

Awareness and understanding of the key socio-economic issues in Scottish Borders which may impact on and affect young people in the area including influence on service provision.