



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: Mental Health & Counselling Coordinator Term Time Only

GRADE: Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Appropriate professional qualification e.g. counselling qualification to level 5 and above or mental health nurse/practitioner Relevant professional membership/accreditation for example, BACP, Nursing, Midwifery, Social Work Evidence of recent CPD 	<ul style="list-style-type: none"> Evidence of further training/Development First Aid qualification Relevant supervision qualification Evidence based intervention delivery qualification 	<ul style="list-style-type: none"> Application form Certificates Interview
Work Experience	<ul style="list-style-type: none"> Significant experience of working with children and young people including undertaking assessments and formulation Experience of delivering evidence-based interventions on a one to one basis and group setting Experience of multi-agency working Experience of effectively managing a caseload of complex cases Experience of crisis management Experience of data analysis and report writing 	<ul style="list-style-type: none"> Experience of working with children with Special Needs Experience of working within a school Experience of leadership role Evidence of developing and delivering training and development workshops/ programmes around mental health 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent communication skills (oral and written) Effective use of ICT packages including virtual platforms (Microsoft etc) Understanding of relevant legislation/policies/codes of practice and awareness including GDPR General knowledge of SEND procedures 	<ul style="list-style-type: none"> An understanding of a range of therapeutic models 	<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • A clear understanding of child protection policies and procedures and a commitment to the safeguarding of children and vulnerable adults. • Ability to relate well to children and adults • Work constructively and strategically, individually and as part of a team • Ability to use initiative • Good numeracy/literacy skills 		
Disposition	<ul style="list-style-type: none"> • Ability to establish and sustain positive working relationships with all stakeholders across the Trust • Committed to the principals of equality and diversity • Flexible and resilient approach to work 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service • Willingness to attend training as required 		<ul style="list-style-type: none"> • Enhanced DBS