



JOB DESCRIPTION

Job Title	College Counsellor
Department	Head Office
Line Manager	Head of Student Services
Location	Nottingham

About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Brentford, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

The role

This key role within the Wellbeing team involves supporting and contributing to a professional and specialised counselling service for students and staff. Responsibilities include:

- Offering a responsive, specialized counselling and referral service to all University students and staff facing a variety of emotional and psychological challenges, thereby ensuring student retention, widening participation, academic achievement, and progression.
- Providing front-line assessment, support, and referral for students and staff with acute and chronic serious mental health issues, including those at credible risk of suicide and harm to themselves or others, thus supporting and ensuring the University meets its duty of care and legal obligations.
- Enhancing communication and actively collaborating with the Student Community, Schools, and central departments to foster engagement and understanding of the services provided within Student Services.

Key Responsibilities

- Manage an ongoing caseload of clients using various contracts, including brief-focused counselling, longer-term counselling, intermittent counselling, and crisis counselling.
- Provide counselling using a wide range of therapeutic modalities, such as cognitive behavioural therapy, solution-focused brief therapy, and motivational interviewing.
- Respond to emergencies and consultation requests from other service members and the wider institution regarding students and staff experiencing mental health crises and liaise with the Mental Health Adviser for immediate referral/intervention if needed.



- Provide front-line assessment, support, and referral for students and staff with acute and chronic serious mental health issues, including those at credible risk of suicide and harm to self or others.
- Undertake group work and student workshops as appropriate, based on service needs and specialist skills in this area.
- Understand and implement the Counselling Service's Code of Confidentiality, making timely and appropriate decisions about breaching this code when individuals may be at risk of serious harm, when criminal implications are involved, or when the department and University might face legal liability.
- Keep accurate, systematic records of counselling sessions, ensuring compliance with the Service's code of confidentiality, professional standards, and the Data Protection Act.
- Maintain accurate statistical information for annual service reports and service development.
- Liaise appropriately with external referral agencies, internal referral points, the University's senior management, solicitors, courts of law, and tribunals. Coordinate with GPs and other external mental health teams, such as community psychiatric services, social workers, and psychotherapy organizations, regarding the referral and treatment plans of shared clients.

PERSON SPECIFICATIONS

Desirable

- Higher Degree qualification
- Experience of Continual Professional Development
- Previous experience in implementing administrative processes effectively.

Essential Criteria

- Available and willing to work occasional weekends.
- Educated to Degree level with relevant experience.
- Experience in dealing with counselling matters.
- Recognised qualification