

THE ROLE

The School Counsellor will report to Mental Health and Wellbeing Lead.

The School Counsellor works alongside the pastoral team to provide an excellent level of pastoral care and promote the physical health and emotional wellbeing of the pupils by focusing on their individual needs to support them in achieving fulfilment both at school and in their lives beyond.

As a qualified counsellor you will share the School's commitment to safeguarding pupils and have a proven ability to communicate effectively with young people, providing professionalism and a caring outlook, which are essential for this role in order to offer individual support as well as training to groups in a variety of ways.

The School Counsellor will be based at the Senior School; however, ability to attend sessions at the Prep School as and when required is essential.

This is a permanent position offered on a part-time basis, working 28 hours per week, 36 weeks per year (term time plus one week during the school holidays). Working hours will be Monday – Thursday 8.30am to 4.00pm with a 30-minute unpaid lunch break each day.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

Key Responsibilities and Accountabilities

- To arrange and meet with individual pupils (by appointment, giving a full-time schedule of 5-6 appointments a day of 40-50 minutes)
- To maintain records and confidential files
- To meet with pastoral staff regularly
- To liaise with outside agencies when required (e.g. GPs/CAMHS when appropriate and with the consent of the pupil) and to assist with referrals with pupil consent
- To offer advice and support to parents, individually and in groups
- To have input into the teaching of PSHEE, the Tutor programme for Years 7-11 and Diploma for the Sixth Form
- Contribute to pastoral strategy to promote well-being
- To assist with prefect training where pupils have some pastoral responsibilities
- Safeguarding and Child Protection

Professional Development

- Participate in training and undertake any performance development activities as required for the position

Additional Information

- Support for the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Bursar.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies:

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • A recognised qualification in counselling, BACP or UKCP registration/accreditation, preferably with at least 2-3 years appropriate experience • Experience of working with children and young people (age 4-18), preferably in a school environment
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Attain and maintain appropriate skills and professional knowledge/accreditations required for the role • Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery • Ability to identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions • Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAHS community. • Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities • Team worker, appreciates contribution of colleagues • Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard • Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service
PHILOSOPHY AND ETHOS	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy. • Ability to form and maintain appropriate relationships and personal boundaries with children • Contribute positively to the overall ethos, objectives and aims of the School
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Support Health and Safety training initiatives and to actively participate in them