



**North East  
Learning Trust**

**School Counsellor**  
**Ashington Academy**  
Applicant information pack

# School Counsellor

## Required as soon as possible

Grade 4, SCP 12 – 17 (£22,183 - £24,491) actual salary £19,573 - £21,609

37 hours per week, term time plus 5 additional days  
Permanent

We are looking for a fully qualified school counsellor who is passionate, motivated and committed to providing high-quality counselling service to our students. A key part of this role is to provide counselling services on an individual basis, drop-in sessions, group sessions and will be pro-active in the school's commitment to student wellbeing.

### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

### The successful candidate will:

- Provide a high-quality counselling service to students experiencing a wide range of emotional problems ensuring equality of access.
- Provide support, guidance and advice to parents, carers and the school.
- Liaise with staff and external agencies to ensure that the pupils receive the support they need.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

### Deadline: Noon on Monday 31 January

Shortlisting will take place Tuesday 1 February with interviews taking place week commencing 7 February 2022.

### How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

# Job description

## Post title:

School Counsellor

## Responsible to:

Head of Pastoral

## Job purpose:

To provide a high-quality counselling service to young people ensuring equality of access, attend meetings; liaise with staff and external agencies to ensure that the pupils receive the support they need. To ensure that they work to keep and improve the outstanding student support service that is available to students.

## Duties and responsibilities:

### Key Accountabilities

- To provide a counselling service to young people. To support children and young people to develop skills, knowledge, and self-confidence to enable them to respond to issues that affect them. This would be by undertaking counselling initial assessments, one to one counselling sessions for young people and where appropriate therapeutic group work.
- To contribute to the administration and data collection of the service and be involved in report writing.

### Key Skills and experience

- Post qualifying experience.
- Relevant experience in working with children and young people ideally in a counselling role.
- Experience of multi-agency work, and contributing to or running TAF's
- Experience of working with complex cases
- Knowledge and understanding of issues affecting young people
- Knowledge and understanding of child development.
- An understanding of therapeutic interventions and creative ways of working with young people.
- Relevant counselling qualification at Diploma level or above.
- To be at registered with BACP and ideally BACP accredited
- Knowledge of relevant childcare and welfare legislation and of safeguarding issues and procedures.

### Key responsibilities

- To assess formally and informally the needs of a child (including risk), ensure that the appropriate support is in place, and attending meetings/working within a multi-agency approach when necessary.
- Be proactive in reporting safeguarding concerns.
- To be responsible for a case load of children, to whom you will provide high quality counselling, and manage a waiting list.
- To maintain appropriate and adequate records of clinical work and provide statistical returns and monitoring data as required.
- To support staff in their work with pupils through informal help, CPD and

- occasionally offering short term counselling.
- To work within the BACP ethical framework.
  - Competent in the use of PC, particularly the use of Microsoft Word, Excel and Outlook
  - To complete any other reasonable duties as directed by the Head of School.

## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<p>Relevant Counselling qualification at Diploma or above Member of BACP. At least 2 years post qualification experience as a practicing therapist or counsellor with School and Multi Agency experience. Experience of counselling in an education setting.</p>	
Experience	<p>Skills and experience in counselling children and young people. Proven ability to communicate effectively with young people. Awareness and understanding of mental health issues and Problems Experience and awareness of child protection procedures. Good organisational skills and an ability to work independently and demonstrate initiative. Knowledge of child development. Awareness of network of children's services and experience of multi-agency inter-professional work.</p>	<p>Understanding and experience of school and education systems. Experience of group work with young people.</p>
Personal qualities	<p>Good interpersonal skills. Leadership qualities. Ability to work as a member of a team. Readiness to seek help and support to manage professional issues and problems. High level of motivation independence and commitment.</p>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.