

School Counsellor

The Post

We are looking for a qualified counsellor to provide a professional and confidential counselling service to pupils. They will work closely with the pastoral team and have a positive and outgoing attitude to their work and be an efficient practitioner in the use of counselling skills.

Applicants must have a thorough knowledge of safeguarding guidelines and the BACP ethical framework.

Counselling at The Queen's School

The School provides a short term confidential counselling service for all students. It is envisaged that the School Counsellor would see an individual pupil for an agreed number of sessions and then a decision would be made on a further pathway. At this point, there is an opportunity for the Counsellor to continue to see a pupil as a private arrangement with parents.

Students may arrange to see a Counsellor on their own initiative, in confidence, through arrangement via their Head of Key Stage or Head of Year. Members of staff may suggest that a pupil might benefit from seeing the Counsellor. Parents may also request that their daughter sees the Counsellor through consultation with the relevant Head of Key Stage or Head of Year. Where this is the case, the Counsellor will offer the student an appointment, but the student will be under no obligation to accept it. Once an appointment has been arranged, all matters discussed between the pupil and the Counsellor will be confidential unless there is the need for further support to be put in place or there is a safeguarding concern.

Confidentiality is a key facet of the counselling service. Pupils need to feel that they can trust the Counsellor with difficult and painful issues so that the work will not be hindered by concerns about confidentiality. The pastoral team will regularly review the nature of caseloads with the Counsellor to ensure the school adopts a proactive approach when addressing mental health – confidentiality will be maintained during this review.

In exceptional circumstances where there are Child Protection issues or where a student appears to be at serious risk, the Counsellor may have to inform the School's Designated Safeguarding Lead (DSL), or other appropriate individuals or agencies. The Counsellor will only inform another person of anything that a pupil discloses with the pupil's prior knowledge that they have to do so.

The Counsellor keeps their own personal records which would be confidential, but available to the school should a complaint be made or others matters arise which demanded the sharing of information.

The Pastoral Team

The pastoral team is led by the Head of Pastoral who works closely with Heads of Key Stage and Heads of Year.

The Counsellor's line management is the Head of Pastoral. Heads of Key Stage and Heads of Year may consult with the counsellor with concerns they have about individual students or group of students.

Safeguarding Guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the

course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at The Queen's School, they must report any concerns to the school DSL.

Remuneration

- Salary: Dependent on skills and experience.
- Pension: The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Full details will be provided to you with your first salary payment.
- Holidays: This post carries 5 weeks holiday pay plus paid bank holidays, increasing to 6 weeks after 5 years' service. Holiday pay is pro rata and is factored into the salary payable. Holidays cannot be taken in term time.

Working Hours

To be agreed.

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.
- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check.
- Successful candidates will also be asked to confirm that they are medically fit to carry out the duties associated with this post.
- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-Offenders Policy, which can be accessed via our website.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age