



**North East  
Learning Trust**

**Assistant School Counsellor  
The Academy at Shotton Hall**  
Applicant information pack

# **Assistant School Counsellor**

**Required asap**

**Term time only**

**Permanent**

**Salary Grade 4 SCP11 – SCP17**

**£24,496 - £26,845 (FTE) per annum**

**£21059 - £23079 actual**

The Academy at Shotton Hall is a part of the North East Learning Trust and are seeking to appoint an Assistant School Counsellor to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn, with a warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed amongst the top performing schools in County Durham with students exceeding their targets.

The successful candidate will work alongside the current School Counsellor, to provide a counselling service to young people. The role is to support children and young people to develop skills, knowledge and self-confidence to enable them to respond to issues that affect them.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **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 have:**

- Relevant Counselling qualification at Diploma, Foundation Degree level or above
- Member of BACP.
- The ability to provide a high-quality counselling service to students experiencing a wide range of emotional problems
- Experience / knowledge of working proactively to safeguard children and young people.
- Have experience or interest in promoting mindfulness and resilience in a school environment.

**Deadline: Friday 16<sup>th</sup> December 2022**

Interviews taking place week commencing 19<sup>th</sup> December 2022.

**How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Emma.campbell@shottonhallacademy.co.uk](mailto:Emma.campbell@shottonhallacademy.co.uk) or by post to Emma Campbell, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU. Please do not submit a CV unless it is to complement your application form.



# Job description

**Post title:** Assistant School Counsellor  
**Responsible to:** Assistant Principal for Pastoral  
**Responsible for:** Supporting the Teaching and Learning of Students  
**Salary Band:** Grade 4 SCP12 – SCP17

## 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:

- To work alongside the current School Counsellor, in providing 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.
- 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 to co-operate with the current School Counsellor to manage a waiting list.
- To maintain appropriate and adequate records of clinical work and to provide data which will enable statistical returns and monitoring data to be completed.
- 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

**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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Counselling qualification at Diploma, Foundation Degree level or above (or will have qualified by September 2019).</li> <li>• Member of BACP.</li> <li>• At least 100 hours of recorded counselling practice while practising in a supervised counselling placement or further hours gained as a qualified counsellor.</li> <li>•</li> </ul>	
<b>Skill, knowledge, experience</b>	<ul style="list-style-type: none"> <li>• Experience of counselling in an education setting or youth focussed setting.</li> <li>• Skills and experience in counselling children and young people.</li> <li>• School and Multi Agency experience</li> <li>• Experience of working with complex cases and understanding the wider environmental and family context.</li> <li>• To have a responsible and reflective approach to counselling practice alongside a willingness to use supervision thoroughly to ensure and enhance good practice.</li> <li>• Proven ability to communicate effectively with young people.</li> <li>• Awareness and understanding of mental health issues and problems</li> <li>• Knowledge and understanding of issues affecting young people</li> <li>• Knowledge and understanding of child development</li> <li>• An understanding of therapeutic interventions and creative ways of working with young people</li> <li>• Experience / knowledge of working proactively to Safeguard children and young people.</li> <li>• Knowledge of relevant childcare and welfare legislation and of Safeguarding issues and procedures</li> <li>• Understanding the importance of adhering to child protection procedures and working with Designated Safeguarding Lead/s to ensure this.</li> <li>• Good organisational skills and an ability to work independently and demonstrate initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of school and education systems.</li> <li>• Awareness of network of children's services and experience of multi- agency inter-professional work.</li> <li>• Experience of group work with young people.</li> <li>• Interest in the practical application of Mindfulness and in building resilience in the school community.</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work as a member of a team.</li> <li>• Readiness to seek help and support to manage professional issues and problems.</li> <li>• High level of motivation, initiative and commitment.</li> <li>• A responsible and reflective approach to counselling practice and outcomes.</li> <li>• Willingness to use Supervision thoroughly and transparently to ensure and enhance effective and safe counselling practice, as well as personal development and self-care.</li> </ul>	
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### 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.