



North East
Learning Trust

WE'RE LOOKING FOR
AN **ASSISTANT SCHOOL**
COUNSELLOR
TO JOIN OUR TEAM



The Academy
at Shotton Hall

The Academy at Shotton Hall

Passfield Way,
Peterlee, SR8 1AU

0191 518 0222
enquiries@shottonhallacademy.co.uk
www.shottonhallacademy.co.uk

Assistant School Counsellor

Required as soon as possible

£18,150 to £20,039

37 hours per week, Term Time Only

The Academy at Shotton Hall is committed to providing a unique place of learning for all. With a student centered approach and a passionate belief in the power of education to transform lives we are determined to ensure every child fulfills their potential.

We are seeking to appoint a qualified or soon to be qualified School counsellor who is motivated, adaptable and committed to providing high-quality counselling service to our students.

The successful candidate will work alongside the current School Counsellor to:

- Provide a high-quality counselling service to students experiencing a wide range of emotional problems ensuring equality of access.
- 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.
- Have experience or interest in promoting mindfulness and resilience in a school environment.

Deadline:

10 July 2019. Interviews will be held as soon as possible after that date.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **debra.livingston@shottonhallacademy.co.uk** or by post to Debra Livingston (Head of Administrative Services), The Academy at Shotton Hall Passfield Way, Peterlee, SR8 1AU.



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Job description

Responsible to

Assistant Principal for 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

Key Accountabilities

- 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.

Key Skills and experience

- Relevant experience in working with children and young people ideally in a counselling role.
- Willingness and professional approach to learning about multi-agency work, and where requested, when working with a child, contributing to the Early Help framework (Early Intervention services) and meetings.
- Experience of working with complex cases and understanding the wider environmental and family context.
- To have a responsible and reflective approach to counselling practice alongside a willingness to use Supervision thoroughly to ensure and enhance good practice.
- 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 (or to be qualified as of September 2019).
- To be at registered with the BACP as an individual or registered member at commencement of post. All individual members must work towards becoming a registered member (as you need to join the BACP Register within 24 months of becoming an individual member).
- Knowledge of relevant childcare and welfare legislation and of safeguarding issues and procedures.
- Ability to complete key safeguarding training, as essential to the role, to set timeframes.
- An interest and ability to deliver Mindfulness based initiatives and to increase pupils' resilience within the school environment.

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 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
- To complete any other reasonable duties as directed by the Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties. The North East Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to having an Enhanced DBS Disclosure.



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Relevant Counselling qualification at Diploma, Foundation Degree level or above (or will have qualified by September 2019).• Member of BACP.• At least 100 hours of recorded counselling practice while practising in a supervised counselling placement or further hours gained as a qualified counsellor with School and Multi Agency experience.• Experience of counselling in an education setting or youth focussed setting.	
Skill, knowledge, experience	<ul style="list-style-type: none">• 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 / knowledge of working proactively to safeguard children and young people. Understanding the importance of adhering to child protection procedures and working with Designated Safeguarding Lead/s to ensure this.• Good organisational skills and an ability to work independently and demonstrate initiative.• Knowledge of child development.	<ul style="list-style-type: none">• Understanding and experience of school and education systems.• Awareness of network of children's services and experience of multi-agency inter-professional work.• Experience of group work with young people.• Interest in the practical application of Mindfulness and in building resilience in the school community.
Personal Qualities	<ul style="list-style-type: none">• Good interpersonal skills.• 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, initiative and commitment.• A responsible and reflective approach to counselling practice and outcomes.• Willingness to use Supervision thoroughly and transparently to ensure and enhance effective and safe counselling practice, as well as personal development and self-care.	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.

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