



SCHOOL COUNSELLOR

JOB DESCRIPTION

The St Mary's School campus is home to St Mary's Calne, St Margaret's Preparatory School and the St Mary's School Sports Centre. Both schools are recognised leaders in the field independent education, and the Sport Centre is open to students, staff and the wider community on a membership basis.

The School Counsellor is part of a multidisciplinary team that supports the physical, mental health and emotional wellbeing of pupils at St Mary's in accordance with professional regulatory guidelines and school policies.

Position:	School Counsellor
Salary Range:	Negotiable salary based on hourly rate in the region of £30 per hour
Normal Hours:	12 hours per week (split over 2 x 6 hour days – some flexibility possible)
Pension:	Scottish Widows scheme with generous employer contributions.
Holidays:	5 weeks paid holiday calculated as part of annual salary (calculated and paid over 12 equal payments throughout the year). Term time staff work 35 full weeks per year and should not take holiday in term time.
Line Manager:	Deputy Head Pastoral
Closing Date:	0900 Wednesday 1 st June 2022

The School: Its Ethos and Aims

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (students and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Main Duties (this list should be seen as illustrative rather than prescriptive)

- To provide an independent and confidential counselling service to students at St Mary's Calne through individual sessions and preventative group work responding to their personal, social, emotional or educational concerns. The school counselling service should offer pupils a safe, non-judgemental, and confidential space to voice and explore their thoughts, feelings, and worries.
- To promote a caring and supportive environment where such concerns may be explored, thereby promoting the mental and emotional health of St Mary's Calne.
- To form and maintain strong and effective therapeutic relationships with children and young people with social, emotional, and behavioural issues.
- To undertake, ongoing assessment of pupils within the counselling service in order to identify, plan, implement and review appropriate therapeutic intervention and care.
- To triage effectively and make referrals where appropriate and, with pupil consent, to other agencies and practitioners in conjunction with the Deputy Head Pastoral.
- To contribute to developing a discussion programme for school pupils to support their emotional wellbeing.
- To work with the Wellbeing Team to provide a drop-in facility for pupils and staff.
- To maintain confidentiality (except in those circumstances, in line with BACP practice, where this should be breached).
- To uphold good practice as described by the BACP ethical guidelines.
- To be responsible for their own Professional Development maintenance and updating knowledge and awareness through Continuing Professional Development.
- To liaise and work collaboratively with the Deputy Head Pastoral, The Wellbeing Team, Lead School Nurse and other pastoral staff as required.
- To maintain appropriate records and to keep these secure and accessible for the School.
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.

- Contribute to the collation of service user information, to facilitate ongoing evaluation of the counselling service.
- To play an active role in Safeguarding children and adhere to the school's safeguarding guidance.
- To ensure that as a Counsellor they are properly and regularly supervised, as required by the BACP.
- To work with a diverse range of issues faced by adolescents including stress, relationship issues, loss, gender questioning, sexuality, eating disorders and self-harm, depression, anger management, anxiety.
- An understanding of the developmental, emotional, social and educational issues of children and young people.
- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
- To attend meetings or discussion sessions with the Deputy Head Pastoral and parents if asked and as appropriate within the agreed confidentiality guidelines above.

Additional Duties:

- Provide counselling 'small group work' where appropriate
- Demonstrate a commitment to equality and respect as well as diversity and inclusion for all in the school and local community
- Support whole school approach to the wellbeing of pupils
- Work within the Code of Ethics and Practice of relevant registering body (UKCP/BACP/HPC or other)
- Attend in-school safeguarding and operational training
- Offer flexibility for variable shifts outside of the school day to support the operations of a full boarding school

Person Specification Essential Criteria

- An empathy with the aims and ethos of our full boarding School
- Post-graduate Diploma or Masters level in Counselling or Psychotherapy
- BACP Accreditation
- Further therapeutic training or qualification in working with adolescents
- A degree or post qualification experience
- Significant experience working with adolescents
- Experience of therapies such as CBT/DBT
- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds
- Experience of working as part of a multi-disciplinary team
- Ability to work independently, manage own caseload and use initiative
- Knowledge of local mental health and CAMHS Service Desirable Criteria
- Previous experience of working in a school / educational environment

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- to uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- to promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with

to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education 2020, communicating concerns to the Designated Safeguarding Lead, other relevant staff or local Children's Services as appropriate.

Benefits of working at St Mary's Calne

St Mary's Calne is set in its own attractive grounds within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Sharing a site with St Margaret's preparatory School (a day school for boys and girls from 3-11 years), we offer a friendly and homely working environment.

Membership to the Health Assured Employee Assistance Programme.

Discounted membership of the on-site Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.

How To Apply:

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

Alex Stroud, HR Manager, St Mary's School, Calne, SN11 0DF
T: 01249 857300
E: recruitment@stmaryscalne.org

A fully completed application form, together with a covering letter, should be sent by email above.

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 0900 Wednesday 1st June 2022

Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021