



## School Counsellor

<b>Reporting to:</b>	AHT - Designated Safeguarding & Mental Health & Wellbeing Lead
<b>Start date:</b>	June 2025
<b>Suitable for:</b>	Newly qualifies/experienced
<b>Contract:</b>	Part time 14 or 22 hours per week, Wednesday, Thursday & Fridays 44.2 weeks per year (or similar P/T hours with agreement)
<b>Salary:</b>	LBR 5 Point 12 -15 (£31,524 - £32,931FTE)
<b>Disclosure level:</b>	Enhanced

### About the Role

We are a large, well-organised Secondary school in Redbridge looking for an excellent, experienced and enthusiastic School Counsellor. We are seeking someone to provide high quality counselling to students experiencing a wide range of emotional needs. You will be required to provide support, guidance and advice to students, parents, carers and the school. Confidentiality will need to be observed to support the school's endeavor to provide excellent teaching and learning for all students. You will also contribute to the safeguarding and promotion of the welfare and personal care of our students.

### About Our School

Trinity Catholic High School is large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. We have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Our school's inspection reports can be viewed on this link: [www.tchs.org.uk/about-us/inspections](http://www.tchs.org.uk/about-us/inspections). The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment. Trinity's Section 48 report (January 2020) states that "**Trinity Catholic High School is an outstanding school and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood**". The report also emphasises that "**Catholic life at Trinity Catholic High School is outstanding and is of the highest quality**" and "**Every aspect of Collective Worship at the school is outstanding**".

### We are seeking a School Counsellor who has:

- ✓ BACP Full Accreditation, UKCP registration or BPC or relevant mental health training.
- ✓ Further therapeutic training or qualification in working with children and young people
- ✓ An understanding of the developmental, emotional, social and educational issues of children and young people
- ✓ An awareness of a range of needs from people from diverse ethnic, cultural and social backgrounds
- ✓ Knowledge of local mental health and CAMHS Service
- ✓ Knowledge of the Children's Act and legislation pertaining to children.





## Your Application

The School can only accept applications made on our school application form. Download our application form from the website: [www.tchs.org.uk/about-us/employment](http://www.tchs.org.uk/about-us/employment). The completed form should be submitted via email to [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk). Applications can also be made by using the on-line TES 'Apply Now' function.

**Tel:** 020 8504 3419 ext 156

**Email:** [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk).

**Closing date for applications:** 18<sup>th</sup> May 2025

**Interviews take place:** Week commencing 19<sup>th</sup> May 2025

**Early applications are welcome**

We are committed to safeguarding and promoting the welfare of our pupils. Candidates must be willing to undergo child protection screening. This will be to obtaining a satisfactory enhanced Disclosure and Barring Check (DBS). Further details of this can be found on our website: <https://www.tchs.org.uk/about-us/safeguarding/> All applicants will be subject to social media checks in line with *Keeping Children Safe in Education (KCSIE) 2024*.

Applicants must provide 2–3 referees, including one with access to their employment records. Consent must be obtained from referees. Please refer to the **Notes for Applicants** guidelines for full details.

We reserve the right to close the vacancy early if we receive a volume of suitable applicants. Please note that only candidates selected for shortlisting will be contacted, due to the high volume of applications





# Job Description

## Responsibilities

- To offer a confidential counselling service for students who are referred through individual sessions, responding appropriately to their concerns
- To promote a caring and supportive environment where concerns can be explored.
- To develop and use a range of solution focused interventions to support the students, with focus on resilience
- To set up a drop-in clinic for students to self-refer
- To attend and present information at meetings regarding students
- To work closely with the Pastoral Teams to ensure the wellbeing of students, acting in a consultancy capacity to offer guidance and support to members of staff in regards to students
- To ensure good communication with the DSL, DDSL and Senior Mental Health Lead in relation to students at risk
- To keep clear and concise records of all sessions, which will remain confidential unless there is a safeguarding concern
- To provide reports as appropriate to support student meetings
- To provide a termly report to Governors around the work being done with students and staff and the impact
- To work within the codes of practice and ethics recommended by the BACP, UKCP or equivalent professional organisation.
- To be aware of, and comply with, policies and procedures relating to safeguarding and child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend and participate in relevant meetings as required
- To participate in training and performance development as required
- To provide information on the counselling service and the role of the counsellor to students, staff and parents
- To contribute to the PSHE programme, as required
- To develop strategies for promotion of emotional resilience within the student body All staff are responsible for promoting and safeguarding the welfare of students at Trinity Catholic High School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.
- To work with the Senior Mental Health Lead and provide supervision of trainee counsellors from local universities which will also include written reports on their progress.

## CPD

- To keep up to date with national developments related to your area.
- To engage actively in the performance management review process.
- To remain fully informed and show an awareness of local and national changes in education policy and practice.
- To offer training that will support the continuous professional development of staff across the school
- To assist other curriculum leaders in their pursuit of outstanding practice in their own area.





## Safeguarding

- To undertake safeguarding training every year and uphold the principles of the “Keeping Children Safe in Education” document as well as the whole school Safeguarding policy.
- Responsible for safeguarding and promoting the welfare of children/young adults.
- To be familiar with the procedures for reporting safeguarding concerns on CPOMS.
- To assist with the management of behaviour and student safety at school.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.

## Catholic Ethos

- To contribute to the maintenance and development of the school's Ethos and Vision.
- To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To foster positive relationships across the school and in the catholic community.

Those above –mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.





## Person Specification – School Counsellor

All areas will be assessed by application and at interview.

Experience & Qualifications	Essential	Desirable
Good standard of general education- 5 GCSEs or equivalent including English and Maths	✓	
A minimum of 3 years' experience	✓	
Hold a relevant counselling qualification	✓	
Full current membership with British Association for Counselling and Psychotherapy (BACP)		✓
Experience of collaborative working with external organisations and agencies	✓	
Experience working with young people	✓	
CBT qualified		✓
Grief trained		✓
Mental First Aid Trainer		✓
Appropriate knowledge of First Aid		✓
Skills & Abilities	Essential	Desirable
Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets	✓	
Discretion and sensitivity	✓	
Good written and oral communication skills	✓	
Good time management skills and the ability to prioritise work dealing effectively with conflicting	✓	
Ability to work in a highly organised and methodical manner	✓	
Ability to work effectively as part of a team and on own initiative	✓	
Ability to maintain accurate and detailed work records and inventories	✓	
Good interpersonal skills	✓	

Additional Factors	Essential	Desirable
An understanding of the importance of promoting and safeguarding the welfare of children	✓	
Evidence of excellent verbal and written communication skills and the ability to actively listen	✓	
An understanding of child adolescent development and youth mental health interventions	✓	
Common sense and initiative	✓	
Ability to relate effectively to students	✓	
Willingness to undertake training	✓	
Ability to motivate others and build teams	✓	
Flexibility to adjust to change and development	✓	
Approachability, encouraging a supportive environment	✓	
Warm, empathetic nature	✓	