



# BICESTER LEARNING ACADEMY

APPOINTMENT OF

## School Counsellor

22 hours per week, 38 weeks per year





## THE VACANCY

Biceter Learning Academy currently has a vacancy for the position of **School Counsellor**.

The role of **School Counsellor** will be based at The Cooper School but the post holder will be expected to work flexibly across all Biceter Learning Academy sites. The purpose of the role is to provide a confidential counselling service to support students and staff in need.

This is a permanent position of 22 hours per week for 38 weeks per year. The starting salary will be £15,102.03 per annum.

**The successful candidate will need to have:**

- At least three years' experience of working as a counsellor with young people, preferably in a school environment.
- Accredited by the British Association of Counselling and Psychotherapy, The UK Council of Psychotherapy or the Member of Institute of Counselling
- A nationally recognised Diploma in Counselling following a minimum of two years training
- Good listening and communication skills
- Excellent organisational and time-management skills
- Good computer skills

Further details and an application form are available on the Academy website:

[www.biceterlearningacademy.co.uk](http://www.biceterlearningacademy.co.uk)

Please contact Human Resources with any questions:

Tel: (01869) 362697

Email: [recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

Closing date for receipt of applications:  
**Monday 24th September 2018, 12 noon**

Biceter Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



## JOB DESCRIPTION

<b>Job description:</b>	School Counsellor
<b>Grade:</b>	10
<b>Working hours per week:</b>	22 hours
<b>Working weeks per year:</b>	38 weeks
<b>Permanent/Temporary:</b>	Permanent
<b>Principal place(s) of work:</b>	The Cooper School but the post holder will be expected to work flexibly across all Bicester Learning Academy sites
<b>Immediate line manager:</b>	Director of Inclusion
<b>Staff managed:</b>	None other than any volunteer counsellors from time to time
<b>Job Purpose:</b>	To provide a confidential counselling service to support students and staff in need.

### 1. Main Duties/Responsibilities:

- To collaborate with the Director for Inclusion to establish and maintain a counselling service within the Academy.
- To ensure that as a Counsellor you are properly and regularly supervised by a qualified supervisor. The details of your chosen supervisor and their credentials should be provided to the school.

### 2. Key Tasks

#### Supporting the students:

- To offer a confidential counselling service for students who are referred, individually or in groups, for a range of issues including; mental health, behavioural and emotional difficulties, bereavement and school refusers to improve their wellbeing and improve educational outcomes.
- To offer an emergency counselling service as required.
- Supporting students and their families through the bereavement process.
- To recognise difficult risky behaviours which may include using illegal substances and alcohol.
- To counsel children who are at risk of safeguarding issues i.e. sexual exploitation, radicalisation and abuse.
- Working with students from post 16 to support their emotional wellbeing including cases of suicidal thoughts. anorexia etc.



- To support students at 'bust times' (including lunchtime and break times) who don't want to be taken out of lessons or if there is no other time to see them due to waiting lists.
- To develop and facilitate a programme for group counselling and workshops, to include parenting, anxiety and stress (particularly in the lead up to exams) to provide support to enable students to manage their emotions.
- Maintain accurate case records, data monitoring and evidence of work done and to provide termly reports on numbers of students seen and the support hours provided, for the Director of Inclusion and the Head teacher when required.
- Maintain standards of confidentiality whilst keeping all tracking information and filing up to date.

#### **Supporting the school:**

- To develop a programme for and delivering staff training in counselling skills and restorative approaches.
- To provide professional advice, support and counselling to staff.
- To offer support and guidance (including signposting them as appropriate) to staff who have concerns about a child and are unsure what to do.
- To inform the Designated Safeguarding Lead (DSL) of issues relating to child protection.
- To liaise with other agencies to raise the profile of the Academy, for example The Young Carers Charity.
- To liaise with the school nurse, PCAMHs and CAMHs on how to move forward and support vulnerable students.
- To attend clinical supervision with an appropriate supervisor, training courses and counselling group meetings, some of which may be outside of normal working hours.
- To attend multi-agency meetings once every six weeks.
- To support volunteer counsellors from time to time when they are working with the Academy, including offering training, supervising their case work and monitoring and evaluating their effectiveness.

#### **3. Additional responsibilities:**

- To be trained to specialist/designated lead level of safeguarding, keeping knowledge updated.
- To support staff and students in case of a major incident in school such as the death of a student or staff member.
- To maintain high standards of professional practice and complying with Academy policies and practices at all times.
- To be aware of their responsibilities for health and safety for themselves and others
- To provide a commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.





## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Education</b>	<ul style="list-style-type: none"><li>• Accredited by the British Association of Counselling and Psychotherapy, The UK Counsel of Psychotherapy or the Member of Institute of Counselling</li><li>• A nationally recognised Diploma in Counselling following a minimum of two years training</li></ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"><li>• At least three years' experience of working as a counsellor with young people, preferably in a school environment.</li></ul>	
<b>Relevant Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of issues related to safeguarding children in school</li><li>• Awareness of different learning needs and aspirations</li><li>• An understanding of and an interest in education</li></ul>	
<b>Relevant Skills/Aptitudes</b>	<ul style="list-style-type: none"><li>• Good listening and communication skills</li><li>• Excellent organisational and time-management skills</li><li>• Computer literacy</li><li>• An understanding and acceptance of a counselling Code of Ethics produced by the BACP</li><li>• Ability to recognise and respect confidentiality</li><li>• To keep safe confidential records of meetings with clients.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• An awareness of responsibilities for health and safety of themselves and others.</li><li>• Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</li><li>• A commitment to safeguarding children.</li></ul>	



## APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.


[recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

or by post to:

Human Resources  
Bicester Learning Academy  
The Cooper School  
Churchill Road  
Bicester  
Oxfordshire  
OX26 4RS





	<b>Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy</b>			<b><u>Written By:</u></b> E Le Brun
	<b><u>Applicable to:</u></b>  ALL STAFF	<b><u>Accountable Officer:</u></b>  B J Baxter I Elkington	<b><u>Date Adopted:</u></b>  July 2014	<b><u>Date To Be Reviewed:</u></b>  July 2017 (Every 3 Years)

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.


### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

### uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



	<b>Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy</b>			<b><u>Written By:</u></b> E Le Brun
	<b><u>Applicable to:</u></b> ALL STAFF	<b><u>Accountable Officer:</u></b> B J Baxter I Elkington	<b><u>Date Adopted:</u></b> July 2014	<b><u>Date To Be Reviewed:</u></b> July 2017 (Every 3 Years)

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.