



APPLICANT PACK

School Counsellor

Trinity Catholic College, Middlesbrough

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of School Counsellor. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to vickers.t@trinity.npcat.org.uk by the **closing date, Monday 11th December 2023, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Benita Shaw, SENDCo on 01642 298100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	Grade K, SCP 28-30 (Actual salary: £23,962 - £24,992 per annum)
Hours:	28 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Trinity Catholic College is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools and 2 sixth forms from across the Diocese of Middlesbrough. With more than 12,300 pupils and 1,500 staff, the Trust is one of the North-East's largest Catholic Trusts.

The successful candidate will be able to give support, guidance and advice to parents, carers and the school and deliver a high quality counselling service to the pupils of Trinity Catholic College. The successful candidate will contribute to the safeguarding and promotion of welfare and personal care of children and young people whilst observing confidentiality at all times.

The successful candidate will have:

- Excellent interpersonal and time-keeping skills
- A passion for providing the best possible support for all pupils
- A strong commitment to the Catholic ethos of the School and the promotion of Christian values
- A commitment to continual improvement

We can offer you:

- A strong Catholic ethos where everyone is valued
- Happy, enthusiastic and friendly pupils
- Highly experienced and committed staff
- Supportive and committed governors and parents
- Commitment to continuing professional development

Please refer to the Job Description and Person Specification enclosed for further details.

Closing date: Monday 11th December 2023, 9am

Interviews: To Be Confirmed

Refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Counsellor

Grade: K, SCP 28-30

Job Purpose

- To provide a high-quality counselling service to students experiencing a wide range of emotional difficulties - this may be 1:1 or within small groups.
- To provide support, guidance and advice to parents, carers and the school.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Main Responsibilities

Specific Responsibilities

- To be responsible for the confidential counselling services to students as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records.
- Attend the weekly SAS (Student around the Student) Triage Meeting to enable the correct signposting to meet students needs.
- To liaise with the Designated Safeguarding Lead on a frequent basis.
- To provide regular audit information such as numbers, age range and types of problems to the Leadership Team.
- To have a thorough knowledge of the Mental Health provision locally and nationally and to keep up to date with new strategies and initiatives.
- To liaise with outside agencies such as CAMHS and be able to refer to alternative services providers if required.
- To continually review and evaluate the service.

Pastoral Care

- Deal with or report to the relevant member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Be mindful, at all times, of the school's Equal Opportunities policy.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.
- To arrange and deliver relevant training for staff as and when needs are identified.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	Post-graduate Diploma or Masters level in Counselling or Psychotherapy	D1	Be trained in Bereavement Services.
	E2	BACP Accreditation, UKCP registration or BPC		
	E3	Further therapeutic training or qualification in working with children and young people		
Experience & Knowledge	E4	Minimum of 1-year post qualification experience		
	E5	Minimum of 1-year experience of working with children and young people		
	E6	An understanding of the developmental, emotional, social and educational issues of children and young people including Adverse Childhood Experiences, trauma and attachment.		
	E7	An awareness of the range of needs of people from diverse ethnic, cultural and social backgrounds.		
	E8	Knowledge of local mental health and CAMHS Service		
	E9	Knowledge of the Children's Act and legislation pertaining to children		
Skills & Abilities	E10	Good written and verbal communication skills		
	E11	Ability to work independently		
	E12	Positive communication and listening skills		
	E13	Tolerance and sensitivity		
	E14	A mature and non-judgemental outlook		

Personal Characteristics	E15	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		
Special Requirements	E16 E17	An understanding of the Catholic ethos of NPCAT An understanding of safeguarding and child protection requirements		

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: vickers.t@trinity.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Benita Shaw, SENDCo on 01642 298100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.