



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

School Counsellor



Crown Hills Community College

Gwendolen Road, Leicester LE5 5FT

Tel: 0116 273 6893

office@crownhills.leicester.sch.uk

crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

Due to the retirement of the current post holder, the School now seeks to appoint a school counsellor that will form a part of the wider pastoral support team.

This is a fantastic career opportunity for a highly motivated professional to join a college that is looking to do things differently. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

Crown Hills is a founding school within the "Well Schools" movement and I sit on the board as well as being an advocate Head teacher for the YST. My approach and therefore our approach to leadership at CHCC is summarised in my podcast with the Youth Sport Trust. <https://www.buzzsprout.com/273805/9656144> you can expect to be led in this way too and if not have the license to challenge it.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils. Please read the attached job description and person specification.

Commitment to safeguarding

Crown Hills Community College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an online search, an enhanced DBS check and satisfactory references. Online searches will only take place on shortlisted candidates and will be carried out only to identify any matters that might relate directly to the employer's legal duty to meet the safeguarding duties set out in Keeping Children Safe In Education. Shortlisted candidates will be notified of the form the search will take and any information gathered through an online search that gives rise to legitimate areas of concern will be raised with the candidate directly in the interview.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 17th April 2023. Please include your cover letter in the supporting statement section.

Interviews likely to be Thursday 20th April

I look forward to meeting you and receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam
(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: School Counsellor	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 8 Points 23 – 26
Reports to: Varies	Salary: Grade 8 (23 – 26) FTE: £34,723 - £37,261 Actual: £19,313.63 - £20,725.32	
Term: 24 hours per week, 38 weeks per year, plus 3 Teacher Days , 8.30am – 3.00pm with half an hour unpaid lunch		

JOB SUMMARY

To provide a complementary service to teachers and pastoral staff in school, addressing the needs of individual children who need to help to overcome a crisis of trauma thus reducing barriers to learning.

MAJOR OBJECTIVES

- To encourage and reinforce positive behaviour of pupils working within set targets.
- To counsel and assess individual students support needs.
- To keep families/carers of children informed of the students' needs and progress, and to build positive relationships.
- To support students in achieving their potential.
- To reintegrate students back into school.
- To foster independence and self esteem in pupils.
- To ensure clear communication to the team from meetings attended.
- To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

SUMMARY OF JOB TASKS

- Assists in the personal, social and emotional development of pupils and in the development of self esteem.
- Works with students and plans a course of counselling sessions for individual students keeping records as appropriate. Runs a weekly surgery that students can attend on an adhoc basis.
- Maintains regular contact with families/carers of children.
- Liaises closely with the Senior Management Team and Special Educational Needs Co-ordinator and any identified outside agencies.
- Develops appropriate targets, IEPs and assessment processes. Writing reports for various audiences that checks progress and informs future planning.
- Monitors and provides for the general care, safety and welfare of pupils including tasks connected with the social education of the pupil.
- Accompanies pupils as directed within school and on educational visits/trips, in accordance with an appropriate risk assessment and LEA guidance
- Supports pupils' learning as directed. Attend relevant meetings.
- Provides short periods of support to staff during crisis and distress.

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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TRAINING & EDUCATION

1	Literacy and numeracy sufficient to perform the job tasks.	E	✓	
2	Psychology degree or equivalent in practical knowledge and experience of childcare counselling or post graduate diploma or equivalent.	E	✓	
3	Knowledge and appreciation of the range of activities that can be drawn upon to provide extra students.	E	✓	✓

EXPERIENCE & SKILLS

4	Clinical placement or experience sufficient to be confident within the role.	E	✓	
5	Post graduate studies or equivalent in knowledge/practical experience.	E	✓	
6	Experience of counselling sessions and working with Social Emotional and Behavioural Difficulty students.	E	✓	
7	Understanding of Cognitive Behaviour theory/process outcomes.	E	✓	
8	Experience of making assessments and formulating contracts to inform therapeutic work.	E	✓	

EQUAL OPPORTUNITIES

9	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E	✓	
10	Willing and able to deal with people professionally at all levels and from a variety of backgrounds.	E	✓	

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

OTHER SKILLS

11	In-depth and thorough counselling skills.	E	✓	
12	Excellent interpersonal and communicational skills.	E	✓	✓
13	Willing and able to keep up-to-date with legislation/guidelines/new/best techniques/ as they change or study for/obtain/train for further skills and qualifications need for the role.	E	✓	✓

OTHER CONDITIONS

14	Must satisfy relevant pre-employment checks.	E	✓	
15	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	