



Edmonton County School

Educating our Community for Success

Part-Time School Counsellor

Scale 6 to SO1

Permanent / Part- Time

Required: As soon as possible

Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edmontoncounty.co.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edmontoncounty.co.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Part-Time School Counsellor



Grade: Salary range Scale 6 to SO1
14 hours per week, 39 weeks per year

Post title: Part-Time School Counsellor
Grade: Salary range Scale 6 – SO1 (scale is dependent on experience)
Contracted times: 14 hours per week (2 days *or equivalent*), 39 weeks per year
(Some duties out of hours)

Responsible to: Lead School counsellor

Purpose of the role: To provide face to face counselling and support to students who are require support whilst dealing with a wide range of issues.

Duties to include:

- To work with the Lead Counsellor and EP to assess the needs of young people seeking counselling, and recommend suitable follow-up support and referral to other agencies, e.g. CAMHS, Social Services, and to liaise and work effectively with other statutory and voluntary services, for example, YEP, Dazū and Social Services.
- To provide a counselling service for young people between the ages of 11 and 19. This to be achieved through the provision of an appropriate counselling contract, a range of therapeutic interventions, delivery of group work and/or other methods as deemed appropriate.
- To work with young people, to provide the best possible follow up support, to ensure the best possible outcomes, under the guidance of the Lead Counsellor.
- To work within the British Association for Counselling and Psychotherapy (BACP) guidelines, in particular to adhere to the BACP Ethical Framework for good practice in counselling and psychotherapy.
- To provide a safe, therapeutic environment for young people and provide the opportunity to talk in a confidential, non-judgmental, empathetic space about issues and concerns they may be facing in their lives, to encourage the development and well-being of young people.
- To ensure client confidentiality within the counselling services at all times, subject to concerns about a young person's welfare/mental health concerns.
- To promote the rights of young people and to act as an advocate where appropriate.

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Job Description: Part-Time School Counsellor



- To assist in the provision of a programme of activities, services and facilities for students accessing the service.
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- To keep abreast of legislation linked to the counselling field.
- To attend regular appropriate training, supervision and team meetings as agreed by the line manager in order to maintain own professional development or to enhance competence within job role, and to undertake monitoring and evaluation activities and provide relevant associated information.
- To undertake any duties and responsibilities that are commensurate with the grade of the post and participate in the regular review of the content of the job description.
- Any other duties as required.

Discretion – The post holder will apply judgement and discretion in ensuring the safety and welfare of young people and others. This includes deciding when to refer/call in more specialist assistance. There is an expectation that discretion has to be used around confidentiality of information. Advice and guidance is readily available and the post holder should liaise with the Designated Safeguarding Leads accordingly. The post holder, after appropriate training must take into account Data Protection, Council Policy and Human Rights Act after appropriate training.

Professional supervision will be provided in line with BACP guidelines and opportunities to maintain your continuing professional development will be provided. You will be offered both clinical and managerial supervision.

This job description may be amended at any time after consultation with you.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

KNOWLEDGE AND SKILLS

Essential

- Experience of providing counselling post qualification, is desirable but consideration will be given to an appropriate candidate who is currently in training or willing to undertake training and can demonstrate transferable skills.
- BACP membership.
- Demonstrable levels of numeracy and literacy equivalent to GCSE (Grades A*-C) or NVQ level 2.
- An understanding of the intricacies and pressures which affect young people in society.
- An interest in innovative activities which motivate young people.
- Organisational skills and time management skills.
- A good standard of numeracy and Literacy.
- Effective communication skills for working and maintaining relations with young people and other partner agencies.
- Knowledge of Every Child Matters and Child Protection Legislation. Knowledge of the latest version of Keeping Children Safe in Education (KCSIE) is **statutory guidance from the Department for Education (DfE)**.

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Candidate Specification: Part-Time School Counsellor



- Experience of working with young people 11 – 25 years both in one to one and in group sessions.
- Be non-judgemental and objective.
- An awareness of the range of needs of children and young people from diverse ethnic, cultural and social backgrounds.
- Ability to develop good working relationships with link people in schools along with other key staff.
- Ability to work independently and manage their own caseload.
- Ability to keep suitable case records.
- Willingness to attend supervision with a suitably qualified supervisor.
- Track record of excellent punctuality and attendance at work.

Desirable

- Experience of working in a school setting as a counsellor/therapist
- IT Literate and able to manage data
- Supervisory skills
- Experience of liaising with external agencies such as CAHMS and Social Services
- Track record of continuous professional development
- Expertise and qualifications in a specialist subject relevant to a secondary school
- Ability to speak a community language.

How to apply

You can apply online by completing the application form:

www.edmontoncounty.co.uk/trust/vacancies/careers/current-vacancies/

We look forward to hearing from you.



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Head of School Paul Miller