

SEVENOAKS SCHOOL

JOB DESCRIPTION



School Counsellor

(Part Time – Term Time Only)





The School

Sevenoaks School is a large, co-educational independent school. Founded in 1432 by William Sevenoke, the school has developed an international reputation for innovation and academic success and is a flagship school for the International Baccalaureate.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole. There are over 1000 pupils from age 11 to 18, including over 400 in the Sixth Form. About 350 pupils, from approximately 40 countries, board in the seven boarding houses.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre), a state-of-the-art performing arts centre (The Space), a Science & Technology Centre and a Sixth Form Global Study Centre.

Further information about the school can be found at: www.sevenoaksschool.org

The Health Centre

The Health Centre is located on the school campus. It comprises of 2 consulting rooms, an office and waiting area along with a two-bedded area for the use of sick pupils during the day and a further 8 beds upstairs, with a quiet room for anyone needing 'time out'. Boarders who are unwell are looked after in their own boarding houses.

The centre provides medical services to both pupils and staff and is a much valued part of the pupils' pastoral system, assisting in looking after both their physical and emotional medical needs.

The Role

The School Counsellors provide a service for pupils and staff based in the Health Centre. There is a team of part time Counsellors, working with the Counselling Lead who is responsible to the Pastoral Deputy Head, but also works closely with the School Nurses and the School Doctor. The candidate must have a Diploma or Degree in Counselling, or equivalent, and must have regular supervision with the Counselling Lead.

The School Counsellors are available to Tutors, Divisional Heads and the Pastoral Deputy Head for advice about pupils.

The counselling service for pupils is confidential in all matters, including drugs and sexuality. The only exceptions are in the event of a disclosure of abuse (covered by the School's Child Protection guidelines) or where there is a life-threatening situation (e.g. extreme anorexia or suicidal tendency) when the Pastoral Deputy must be informed.

Under other circumstances, the School Counsellor may feel it appropriate to persuade the young person that the School and/or their parents should be informed in order to help resolve difficulties.

Pupils and staff can make appointments via the Health Centre or by email and all visits are coordinated by the Counselling Lead. Sometimes staff encourage pupils to see the School Counsellor, in which case they are kept informed about their attendance.

The School counsellor must maintain an expertise in issues such as sexuality, eating disorders, depression and anxiety in order to be able to provide expert support to the students.

The School counsellor will maintain an accurate and detailed record of work undertaken with each student and proactively report any safeguarding concerns.



The School Counsellor should promote positive well-being, emotional resilience and self-confidence.

We expect high standards of professional practice, complying at all times with BACP, and/or UKCP codes of practice.

Reporting

Reporting to the Lead Counsellor, but also may work closely with the School Nurses and the School Doctor.

Personal Qualities

- The ideal candidate will be a qualified counsellor, with experience of working with adolescent children. They must have a warm, empathetic, approachable character and be able to work with other members of the Health Centre and Pastoral team.
- Excellent communication and interpersonal skills, with the ability to deal with staff, students and parents in a friendly and professional manner.
- Absolute discretion, tact and diplomacy.
- Flexible approach.

Hours of work & Salary

The School Counsellor will be required to work on a weekday during term time for a minimum of three hours and a maximum of ten hours per week. The exact hours will be agreed with the Lead Counsellor and Pastoral Deputy Head. The hours may change over the course of the school year depending on the need of the counselling service. Where issues arise when the School Counsellor is not in School, it may be an advantage for the School Counsellor to be available for consultation by telephone. The definition of term-time working includes the whole of each week in which a term begins and ends, but excludes half-terms.

The role will be on a self-employed basis. The salary will be dependent on appropriate experience and qualifications, and is likely to be £45.00 per hour of consultation.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Application

If you wish to be considered for this role, please complete the online application form at <http://www.sevenoaksschool.org/support-vacancies/>.

CVs can also be submitted but we will also require a completed application form. Please contact the Human Resources Office at

humanresources@sevenoaksschool.org or telephone 01732 467740 if you need any assistance with your application or if you have any queries about the role.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations, responsibilities and duties.