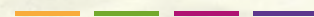




The Abbey

School Counsellor

Candidate Information



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The Abbey

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Key responsibilities

- To be responsible for the delivery of confidential counselling services to students as needed, on both a self-referral and school referral basis.
- To provide support, guidance and advice to parents, carers and the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of students and young people, adhering to KCSIE requirements.
- To be responsible for maintaining appropriate and confidential records.
- To regularly liaise with the Designated Safeguarding Lead.
- To provide regular audit information as may be required to include numbers, age range and types of problems to SLT.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To continually review and evaluate the service and support provided to students.
- Deal with or report to the nearest member of teaching staff, incidents that are seen or reported regarding students' welfare.
- Take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in the counselling service provided.

Job Overview

To provide a high-quality confidential counselling service to students experiencing a wide range of emotional problems to enable them to have the best experience at school.





Candidate requirements

Personal Specification

- Sound judgement and commitment to promote inclusivity and positive collaboration
- Knowledge of local mental health and CAMHS Service
- Knowledge of the Children's Act and legislation pertaining to children
- Minimum of two years' post-qualification experience
- Minimum of one year's experience of working with children and young people
- Good written and verbal communication skills
- Ability to work independently
- Positive communication and listening skills
- Seek to further our key purpose in all ways: to equip students to live with confidence, purpose and joy
- Demonstrate and represent the School's values of courage, honesty and kindness

Qualifications

- Post-graduate Diploma or Masters level in Counselling or Psychotherapy BACP Accreditation, UKCP registration or BPC
- Further therapeutic training or qualification in working with children and young people Knowledge
- An understanding of the developmental, emotional, social and educational issues of children and young people





About The Abbey

Welcome from the Head

Click below to see a welcome message from Will le Fleming, Head of The Abbey School.

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 350 Teaching and Support Staff.

Purpose

The Abbey School exists to provide an outstanding, challenging and fulfilling education for girls that equips them to live with confidence, purpose, and joy.

Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.





Package – Abbey life and benefits

Package

Salary:	£8,396 - £9,051 (0.21 fte) depending on experience and qualifications. The full time equivalent is £40,933 - £44,125.
Location:	The Abbey Senior School, Kendrick Road, Reading, RG1 5DZ
Hours of Work	This role is a part time position working 10 hours a week, term time only.
Contract type and hours of work	This is a permanent term time only position.

Pension

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by Legal and General after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.



Abbey life & benefits

- The Abbey promotes a good work-life balance and recognises the importance of staff health and wellbeing
- The opportunity to work with remarkable and brilliant students and to be part of an enthusiastic and warmly supportive staff community
- Excellent opportunities for professional development, investing in you as an individual and in your teaching career
- Access to a suite of comprehensive support services and infrastructure to support and enable you to undertake your role
- Provision of a laptop and appropriate IT and resources to enable you to work flexibly across the school site
- We provide free car parking for all staff; the school is a 20-minute walk from Reading Railway Station
- Complimentary refreshments throughout the day and a three-course lunch is available for all staff throughout the year
- Break for cake on Fridays
- Complimentary use of the swimming pool and gym
- Opportunity to join a variety of clubs – history society, book club, staff singers, yoga and much more
- Enhanced payments for maternity leave and a generous Occupational Sick Pay Scheme
- Employee Assistance programme, offering free confidential counselling and access to an independent Occupational Health Advisor
- Fee concession available for parents of Abbey students
- Staff accommodation, subject to availability, to include a number of flats, for new employees moving into the area
- Annual 'flu' jab on site
- Personal accident cover





Application and terms

Application process

Closing date for applications: Tuesday, 3 January 2022 at 9am

Candidates will be invited to attend a formal interview, have a tour of the school and undertake assessments.

[Click here to apply now](#)

Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

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

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with

- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.

