



BURY
GRAMMAR SCHOOL

School Counsellor (part-time)

Applicant information pack





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A message from the Principal

Founded in 1570, Bury Grammar School is an independent day school (3 to 18) with an upbeat approach. Our Founders' guiding principle was to create a school in which children from all backgrounds would thrive, and we are proud to remain true to this ethos today.

We wish to appoint, from November 2023, a

School Counsellor (2 days/week, term-time only)

Bury Grammar School is seeking to appoint a motivated, experienced and qualified School Counsellor to work alongside our Pastoral and Health Teams and provide specialist counselling support to pupils. The role will focus on pupil well-being, resilience and emotional health within school and will support the pupils' specific needs by addressing individual challenges through 1:1 counselling sessions.

We are flexible in terms of appointing someone who is self-employed, or looking to be employed by the school. The salary will be competitive.

To provide support to the Senior Mental Health Lead to:

- Provide high-quality counselling to pupils experiencing a wide range of emotional problems.
- Provide support, guidance and advice to parents as well as colleagues and professionals in school.
- Support with the effective identification of pupils needing pastoral input through triage and use of the referral systems internally and external to the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

This role is offered over two days per week when the School is in session during term-time. Attendance is required at School for any INSET days or similar which may fall on the days immediately prior to the start or at the end of term. The contracted hours are 8.30am to 3.30pm. Due to the nature of the work, telephone calls and email exchanges may occasionally be needed out of hours to ensure the welfare of pupils.

**Mrs Jo Anderson
Principal, Bury Grammar School**



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About Bury Grammar School

Bury Grammar School is a forward-thinking, vibrant and modern family of schools. We are proud of our rich heritage and the tradition of academic excellence combined with exceptional pastoral care.

Our aim is to offer an outstanding and unrivalled education in which pupils are inspired to work hard, aim high and achieve. We have a strong commitment to retaining the long-held traditions, values and ethos of each of the Bury Grammar Schools, while preparing pupils for lives in an ever-changing world. We take enormous pride in our 450+ year history, whilst looking to the future with confidence, openness and optimism. We are proud to be a leading academic school with a big heart.

The diversity of our community is something of which we are proud. Our pupils and staff come from different backgrounds, speak many different languages and have different perspectives of life: we strongly believe this greatly enriches our school. Teachers come

to us from both the state and independent sectors and both thrive at BGS.

Bury Grammar School is a dynamic and exciting place to work and employs over 240 staff across a wide variety of roles.

Every member of staff employed by Bury Grammar School has an impact on our pupils and we aim to recruit the highest calibre professionals who are passionate about our school aims: Scholarship, Character, Partnership and Enrichment.

We foster strong leadership and management by empowering and involving staff in strategy and decisions. We have an established CPD programme that provides our staff with every opportunity to continue their own learning journey. We recognise that delivering continuous improvement is key to the success

of every individual and to Bury Grammar School as a whole and we value all our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. In short, we aim to be both an excellent school and an excellent employer.

Most unusually in the independent sector, our pupil roll is growing: our Primary Division is flourishing and both Senior Schools recently moved from three to five form entry. Our excellent results are improving still further, the School's reputation is thriving and in 2020 the School celebrated its 450th birthday.

This is the perfect moment to join Bury Grammar School.



"A positive and uplifting environment"

The Good Schools Guide, 2018



Benefits of working for Bury Grammar School

At BGS, we value our staff highly. They create the environment which makes the School the successful, happy place it is. Our aim, therefore, is to ensure that all our colleagues at BGS benefit from outstanding support, high quality training and carefully considered leadership.

The school also seeks to enable those who wish to progress their careers into middle and senior leadership to be enabled to do so. In addition, we want colleagues to feel empowered to take the initiative, to run with their own ideas. By having such a mind-set we are role models for the behaviour we want our pupils to adopt.

Equality of opportunity for teaching and support staff is also a given.

In addition our staff enjoy the following benefits:

- Teaching staff enjoy average class sizes of 20 in Primary, 18 in Seniors and 14 in Sixth Form.
- The diamond model gives our 11-18 teachers the opportunity to experience single sex boys teaching, single sex girls teaching and coeducational teaching: 3 varying experiences in one school.
- There is a warm and positive leadership team who still teach and are very much wanting the best for our teachers and support staff.
- BGS is not afraid to adapt and change which means we are always open to ideas and proposals from staff.
- Genuine commitment to wellbeing.
- A community which prides itself on values of equality and diversity.
- 180 term time teaching days.
- Pension Scheme: TPS for teachers.
- High quality induction, support and personal development.
- Family-friendly policies.
- Generous lunch allowance.
- Above average annual leave entitlement.
- Free access, at stipulated times, to extensive sports facilities.
- Friendly staff common room and active programme of social activities.
- Cycle to Work salary sacrifice scheme.
- Fee remission scheme.
- Specsavers Corporate Eye Care Scheme.
- Free Parking on site.
- Pay progression.
- Free after school club care.



Unique structure – Diamond model school

Bury Grammar School is a ‘diamond model’ school which means that it combines both single-sex and co-educational teaching in the same organisation.

An ambitious SLT and Governing Body has this year made changes to the School, establishing a new co-educational Primary Division and opening a new Sixth Form academic centre.

We believe that our model provides the ‘best of both worlds’ within our family of schools. During the pupils’ senior school years (between Years 7–11) they have the focus of single-sex teaching and tutor groups which allow lessons to be specifically tailored to their needs.

Pupils are able to mix socially outside of lessons and extra-curricular activities are mixed.



“The best thing about BGS Sixth Form is the community environment, the warm atmosphere and the willingness and enthusiasm of all our teachers. They really challenge us to aim high and always do our best.”

Year 13 Student





Leadership structure

What makes Bury Grammar School so successful? From a leadership perspective, it is our collaborative ethos, the absolute commitment of every leader to the whole school and not just their 'own' area, a willingness to work together and be generous with ideas and time, and an unwavering focus on what is best for the pupils.

We also enjoy each other's company and take a pride in each other's achievements. All new members to the team must actively support this collaborative ethos if they and the School are to succeed; and of course this approach makes life as a BGS senior leader all the more rewarding.

After centuries as two separate schools, Bury Grammar School is now one school and one staff.

There is an exceptionally and committed Senior Leadership Team who are passionate about BGS and are fortunate to lead an outstanding team of teachers and support staff.



THE DIRECTORATE



THE SENIOR LEADERSHIP TEAM (SLT)





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Facilities

Bury Grammar School dates back to 1570 but the current campus was established in 1903 and is located in a leafy, 45-acre estate in Bury, Lancashire.

Although much of our Girls' Senior School dates back to 1903, we have added to the estate in almost every decade since, ensuring that the School provides a sense of grandeur and tradition along with leading-edge architecture and facilities to all our pupils. The estate allows the School to offer extensive sporting and enrichment activities to all our pupils and provides an ideal learning environment for all academic subjects.

The new Primary Division, Courthouse building, Art Gallery and refurbished classrooms have been recent developments.





School Counsellor | Job Description

Reporting directly to the Senior Mental Health Lead, the post holder will be responsible for:

Key Tasks and Responsibilities:

- To be responsible for the confidential counselling interventions to pupils as needed.
- To be responsible for advice and support to staff.
- To be responsible for maintaining appropriate and confidential records including updating CPOMS and any other school system.
- To undertake triage assessments.
- To complete high quality referrals to external agencies as required.
- To liaise with the Designated Safeguarding Lead and Senior Mental Health Lead on a frequent basis.
- To provide regular audit information such as numbers, age range and types of problems to the Senior Leadership Team and Governors.
- To have a thorough knowledge of the Mental Health provision locally and nationally.
- To continually review and evaluate the service. To undertake any other duties that may be reasonably deemed part of the role.
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The successful candidate will:

- Show proven experience of working with children and in a busy school environment.
- Assess the level of need of pupils in order to supply them with the appropriate emotional guidance and support or to refer them on to other agencies.
- Provide individual counselling and support for pupils whose assessed needs require specific intervention.
- Undertake preventative action work in order to alleviate problems and to promote positive mental health. This provision to be flexible to meet need outside the school day in some cases.
- Provide guidance and support within the school to staff to a level which enables them to work effectively with pupils with problems. This may involve delivering whole school training sessions at Inset or specific workshops as part of our commitment to continuous CPD.
- Continue to monitor the efficiency and effectiveness of the services provided and assess further developmental need.
- Work collaboratively with members of the Pastoral and Health Teams to support and meet the needs of pupils, developing management strategies for pupils with problems or in need.
- Work alongside the Senior Mental Health Lead to ensure that pupils know about the School's counselling service and provide resources to explain the support service.
- Record all relevant details associated with case management, ensuring that this information is easily accessible to appropriate agencies as needed while maintaining pupil confidentiality.
- Be able to demonstrate awareness of all relevant legislation such as Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children (WT) Safeguarding, Health and Safety and in line with School policies, ensure compliance at all times.



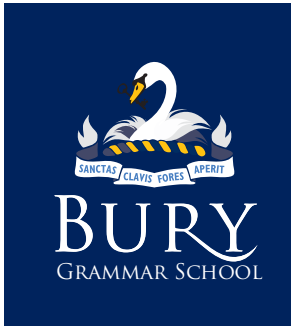
School Counsellor | Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Post-graduate Diploma or Masters level in Counselling or Psychotherapy • Accredited by the British Psychological Society, the UK Council for Psychotherapy, the British Association for Counselling and Psychotherapy or equivalent 	<ul style="list-style-type: none"> • Further therapeutic training or qualification in working with children and young people 	<ul style="list-style-type: none"> • Certificates and application form.
Experience	<ul style="list-style-type: none"> • Minimum of 2 years' post qualification experience • Minimum of 1 year's experience of working with children and young people 	<ul style="list-style-type: none"> • Working within a school environment 	<ul style="list-style-type: none"> • Application form and references.
Knowledge	<ul style="list-style-type: none"> • An understanding of the developmental, emotional, social and educational issues of children and young people • An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds • Knowledge of local mental health and CAMHS Service • Knowledge of the Children's Act and legislation pertaining to children 	<ul style="list-style-type: none"> • IT literate • An understanding of additional needs 	<ul style="list-style-type: none"> • Application form, references and interview.
Skills	<ul style="list-style-type: none"> • Excellent inter-personal and communication skills both oral and written and the ability to communicate effectively with everyone in the school community from the youngest pupil to the most senior member of staff. • Therapeutic attributes such as empathy, respect and excellent listening skills. • Able to work under pressure and to deadlines within a team or self-directed, prioritising when workload increases 		<ul style="list-style-type: none"> • Application form, references and interview.



School Counsellor | Person Specification continued

	Essential	Desirable	Method of assessment
Attitudes	<ul style="list-style-type: none"> • Willingness to engage constructively with, and relate to, a range of young people • Willingness to work effectively with all stakeholders at Bury Grammar School • Willingness to work effectively and network with a wide range of support services • A commitment to improving the lives and learning opportunities of young people • A willingness to participate in school training opportunities and professional development • Desire to contribute to the overall wellbeing plan of the School. 	<ul style="list-style-type: none"> • A commitment to the forward planning and development of broad new initiatives for the benefit of the pupils 	<ul style="list-style-type: none"> • Application form, references and interview.
Personal Qualities	<ul style="list-style-type: none"> • High personal standards, reliability, and a friendly, committed and professional attitude are necessary. • Non-judgemental outlook • Self-motivated and hard working with a sense of balance and perspective • The maintenance of appropriate and respectful boundaries and other ethical requirements such as confidentiality, discretion and integrity with the assertiveness to protect the pupil right to confidentiality within a busy school. • Positive attitude to working inclusively with young people and their families • Committed to Bury Grammar School's aims, ethos and strategic vision. 		<ul style="list-style-type: none"> • Application form, references and interview.



How to apply

Application is by submission of the School application form and covering letter addressed to the Principal (no more than two sides) in which you refer to the criteria set out in the person specification and outline your vision for the role. The application form and further details of this post can be found via our school website using this link: [School Counsellor](#).

Once completed, the application form and covering letter must be submitted via the HR Pro link above, by no later than 9.00am, Monday 25th September 2023. Interviews will be held shortly afterwards.

Completing your application form

To apply for this position, please complete all sections of our application form. You are also required to complete a covering letter of application, but in Microsoft Word format only. Please do not submit your CV, even to supplement your application, as this will not be considered.

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history. You need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification.

Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. It is important that you fully complete your application as all shortlisting decisions are based on the essential criteria in the person specification and only those candidates who are the closest match to the identified criteria will be invited for interview.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment.

BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment. In providing the names of referees, you are agreeing that Bury Grammar School may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

By signing and returning our application form you consent to Bury Grammar School using and keeping information about you, provided by you, or by third parties such as referees, relating to your application or future employment. If you are unsuccessful then your information will be retained for six months from the closing date. If you are successful, then your information will be transferred to your personnel file.

Keeping your information secure

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the General Data Protection Regulation and our Data Protection Policy.



"I love working at BGS! There is an inspirational sense of scholarship and history around the whole school which generates great pride amongst its community. My role offers a huge variety of opportunities, not least the chance to work with high calibre colleagues and aspiring, dedicated pupils.

Mr T Seed, Deputy Head of the English Faculty





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Guidance Notes for Applicants

Rehabilitation of Offenders/Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to your employment. Bury Grammar School complies with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability. The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as "spent". "Spent convictions" can then be regarded as never having occurred. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 required Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post-holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children. Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools' policies.

Evidence of permission to work in the UK

Prior to being permitted to commence employment with Bury Grammar School, you will be required to produce documentary evidence of your right to work in the United Kingdom. You could provide, for example, either a British passport or a passport or a National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate. A full list of acceptable documentary evidence is available on request. Original documents must be provided at interview stage. For further information, please refer to the Home Office website ww.bia.homeoffice.gov.uk.

Safer Recruitment

Bury Grammar School is committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory reference and confirmation of medical fitness for the post. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Please see the safeguarding responsibilities of the post listed within the job description and person specification. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Bury Grammar School welcomes diversity and is inclusive of all cultures, ensuring all are respected and valued for who they are as an individual, and as a group.

