



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

School Counsellor Candidate Information Pack



Awarded Excellent in quality
of pupils' personal development

INTRODUCTION

– ISI Inspection 2020

A Qualified Child and Adolescent Psychotherapist (ACP) for the post of School Counsellor is required to carry out one to one counselling with pupils, maintain confidential records and liaise with the Deputy Head (Pastoral), Assistant Head (Pupil Development and Wellbeing), Housemasters/mistresses, School Doctors, Nurses and other professionals.

Closing date for applications: 9.00am on Friday 29 October 2021

Required as soon as possible

Key facts about Mill Hill School

GCSE & A Level

WITH A WIDE RANGE
OF OPTIONS

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

2021 Academic Results

A LEVEL: 66% A*/A; 89% A*-B
GCSE: 73% 9-7; 99% 9-6

120+

ACRES OF GROUNDS
AND FACILITIES

Co-educational

FOR AGES 13–18

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO
UNDERGROUND AND
MAIN LINE STATIONS

Part of the Mill Hill School Foundation

EDUCATING GIRLS AND
BOYS FROM 3–18

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 890 pupils aged between 13 and 18, of whom 350 are in the Sixth Form. The School is one of five in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory Senior Schools as well as an on-site International School and Cobham Hall.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

The new counsellor will join a team of three in the senior school and a total of six across the Foundation, all of whom are ACP Child & Adolescent Psychotherapists. Primarily, the role is to provide one to one counselling to pupils; to maintain confidential records and liaise with the Deputy Head (Pastoral) and Assistant Head (Pupil Development and Wellbeing), who is also the Designated Mental Health Lead; Housemasters/ mistresses; School Doctor; School Nurses and other professionals, as required.

The proposed hours of work for the School Counsellor are 16 hours per week*. There may be occasions when the demands of a particular case require contact with and response from the School Counsellor outside official hours, particularly with safeguarding issues. The School Counsellor is directly responsible to the Foundation Lead Counsellor.

The School Counsellor has the following duties and responsibilities:

- To provide an independent and confidential counselling service to pupils and staff at the Foundation through individual sessions, responding to their personal, social, emotional or educational concerns
- To promote a supportive environment where stakeholders feel safe and supported to discuss concerns.
- To play a key role in Safeguarding young people and adhere with guidance from the Foundation and School policies
- To make referrals to other agencies, where appropriate, with the necessary consent of the young person and parents
- To undertake training to use My Concern software to maintain appropriate and confidential records
- To liaise with other members of staff and maintain appropriate links with other professionals involved with the pupils to ensure the effective operation of the service
- To be alert to trends and patterns of problems in the school population and to be willing to work with the Pastoral Team to seek ways of avoiding them
- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling
- To contribute to an annual report on the use of the service and the types of issues being presented
- To take the opportunity to support the School initiatives to promote emotional wellbeing in the School community
- To attend meetings, within the agreed confidentiality guidelines
- To maintain appropriate links with the other child psychotherapists working in the Foundation
- To maintain confidentiality (except in those circumstances in line with the Association of Child Psychotherapists (ACP) practice, where this should not be exercised)
- As a member of ACP, to be responsible for the maintenance of their own Professional Development and updating knowledge and awareness through Continuing Professional Development (CPD).
- To provide consultation & supervision to staff, where appropriate
- To carry out the above duties and any other duties as reasonably directed by the Head of the School

**We are happy to discuss and negotiate these hours/ days at interview as there is some flexibility with working hours.*

PERSON SPECIFICATION

Essential Criteria

- ACP membership
- Ability to carry out assessments to ascertain whether counselling in a school setting is appropriate and is the best way of helping the child.
- Knowledge of how and when to refer to outside professionals and/or agencies where necessary
- A sensitive and sophisticated ability to communicate with parents and work with them to support their child
- Ability to maintain therapeutic boundaries in a complex institutional setting, including in relation to staff approaching the counsellor with personal difficulties
- Experience of working psychotherapeutically with young people and their parents
- Capacity to work independently
- Capacity to work as part of a team of psychotherapists as well as lead pastoral staff
- Experience in the undertaking of risk assessment and risk management
- Current working knowledge of professional counselling standards and expectations
- A basic knowledge of Microsoft applications or experience of online record keeping, with the desire to undertake training as necessary

Desirable

- Post qualification CAMHS experience or equivalent experience of working with other mental health clinicians and the range of difficulties which adolescents present, including serious pathology
- Experience of working in a school



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9.00am on Friday 29 October 2021**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **applications@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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