



SURBITON

HIGH SCHOOL

Job Description

Job Title: School Counsellor

Job Purpose: You will be an experienced child and adolescent psychologist or psychotherapist, working alongside our pastoral team in further developing Surbiton High School's excellent reputation in focusing on pupil well-being, resilience and emotional health.

Reporting Line: Senior Vice-Principal

Start Date: ASAP

Tenure: Permanent; Monday to Friday, full-time hours (37.5/week), part-year (38 weeks)

Salary: Competitive

Key Responsibilities:

- To lead on one-to-one therapeutic work with teenagers and children, covering a variety of emotional health issues
- To assess pupils and formulate an appropriate therapy/care at School plan
- To liaise with parents where necessary (respecting appropriate confidentiality) to ensure the young person is supported well. For example: discussing parenting techniques or facilitating communication between the young person and their family
- To liaise with teaching and other pastoral staff to ensure the young person feels supported in school
- To co-ordinate with external parties such as CAMHS, GPs and psychiatrists to ensure the young person's well-being and safety is protected
- To provide year groups, or smaller groups of pupils, as well as parent groups and staff members, with psycho-educational talks and seminars on all relevant aspects of emotional health for young people
- To develop and implement (in conjunction with the Vice Principal and other members of the pastoral team) a continually evolving plan for ensuring the emotional well-being for Surbiton High School pupils
- To line manage the Personal Mentors once established in the role
- To carry out any such duties as may be reasonably requested by the Principal

Working patterns

This role is 5 days a week, full-time hours, part-time weeks (when the School is in session during term-time, plus 2 additional weeks during the School holidays). 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 4:30pm given that early and late appointments are often needed by pupils. Occasionally, attendance at parent meetings outside these hours may be needed, although notice will be given. Seminars for pupils or parents may take place in the early evenings, although will likely be limited to a handful in any one term. Similarly, on rare occasions, due to the nature of the work, telephone calls and email exchanges may be needed out of hours to ensure the welfare of pupils.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Post-graduate counselling or psychotherapeutic qualification, either to Doctorate or Masters level.
- They will also be accredited by the British Psychological Society, the UK Council for Psychotherapy, the British Association for Counselling and Psychotherapy or equivalent.

Experience

- At least five years' post qualification and accreditation.
- Demonstrate a clear track record in working with children and adolescent clients, preferably in a school or institutional setting such as CAMHS.
- Some experience of running workshops or providing psychoeducational talks would be an advantage.
- A systemic qualification would also be an advantage, although not completely necessary, providing there is evidence of experience in working with families.
- Whilst this is primarily a child and adolescent focused role, experience of working with adults in a therapeutic setting is also necessary, given that our School community also includes staff and parents.

Skills, Attitudes and Personal Qualities

- Therapeutic attributes such as empathy, respect and excellent listening skills.
- Excellent communication skills, and the ability to communicate effectively with everyone in the school community from the youngest pupil to the most senior member of staff.
- Motivation to take a role and make it your own by helping to shape and contribute to the overall wellbeing plan of the school.
- Excellent organisational skills; you will be managing your own diary and appointments, as well as media needs and all other administration tasks.
- Conscientiousness; when young people ask for help, they expect an adult to be there for them.
- The maintenance of appropriate and respectful boundaries and other ethical requirements such as confidentiality, discretion and integrity.
- The candidate may become a long-term mentor and role-model for some of our pupils, so high personal standards and a friendly, committed and professional attitude are necessary.
- Confidence in liaising with parents and outside professionals.
- Committed to Surbiton High School's ethos and strategic vision.
- Committed to representing the strategic vision for the School.
- Committed to professional development and show a willingness to undertake any appropriate training for this role.



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

12:00pm, Thursday 16 September 2021

Interviews to be held week commencing:

20 September 2021

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Junior Schools are divided into the Junior Girls' School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.