



Application pack for the post of

# PART TIME SCHOOL COUNSELLOR/ PSYCHOTHERAPIST (0.4FTE)

Closing Date: 9.00am Monday 30th June 2025

Interview date: Tuesday 8th July 2025

Required from: September 2025



Sacred Heart High School  
212 Hammersmith Road  
London W6 7DG  
T 0208 748 7600

[www.sacredhearhigh.org.uk](http://www.sacredhearhigh.org.uk)



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# WELCOME FROM THE HEADTEACHER

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Thank you for expressing an interest in the post of School Counsellor/Psychotherapist at our unique school.

Sacred Heart High School is an outstanding Catholic School in the trusteeship of the Society of the Sacred Heart and is part of a network of Sacred Heart schools worldwide.

Situated in historic buildings on a site with a 330 year tradition of contributing to the education of young women, we have stood the test of time, with a cherished history.

Sacred Heart High School was described by Ofsted as an 'exceptional school'. The Headteacher and senior leadership team, supported by the governors, drive a culture of continuous improvement and are highly ambitious for the pupils in their care.

What makes Sacred Heart schools distinctive is that everything we do is driven by the same five goals of Sacred Heart Education, as set out on Page 9.

We value intellect and our results (page 5), placing us in the top 3% nationally, speak for themselves, but Sacred Heart Education is about far more than that.

Sacred Heart Education is rooted in the importance of relationships; recognition of the individual; building social awareness and the importance of acting on it. Kindness and responsibility is at the heart of this, both towards one another and to others beyond our own community.

We educate to develop students' recognition of their own worth and to ensure that they leave school with a sense of their own responsibility to stand up for others. We prepare students

to become positive role models, agents of change and leaders who will transform the world we live in, for the betterment of all.

We value the diversity of our school community and take pride in the achievements of each and every student under our care, both in school and in the wider community.

We have talented leadership and staff across the school who work hard to ensure the students are well looked after, encouraged, nurtured and educated to prepare for their future lives. In turn we provide our staff with opportunities to develop to their full potential and prioritise their well-being.

We have many exciting challenges ahead, including a focus on High Performance Learning, further development of our Sixth Form and the creation of a new performing arts centre.

The School Counsellor/Psychotherapist will be an inspiring and friendly individual. We seek someone with both empathy and drive to join a talented, creative and good natured team, to forward our ambitious development plan.

We hope that the information given in this application pack, along with the school's website and the website for the Society of the Sacred Heart (<https://rscjinternational.org/>) will help you discover something of the richness to be found in this inner city Catholic school, and I look forward to receiving your application.

**Sharon O'Donovan**, Headteacher





# MISSION STATEMENT

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Sacred Heart High School Hammersmith is an 11-18 girls' comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

We do this through

- Providing an excellent education which inspires a life-long love of learning;
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- Offering a broad and balanced curriculum which meets the needs of each student;
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others;
- Recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators;
- Building upon our partnership with parents, the Society of the Sacred Heart, governors, the Church and the local education authority;
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and colleges, other learning institutions, including universities and the wider community;
- Creating a well-ordered, stimulating, and secure learning environment, which encourages personal growth in an atmosphere of wise freedom; and
- Making effective use of all our resources on behalf of the young people who come here.

# EXAM RESULTS

## GCSE 2024 Headline figures

Provisional results based on first entry result, (not including discounted pupils)

	No. of pupils	%
Pupils in Year 11 achieving 9-4 in English	188	95
Pupils in Year 11 achieving 9-5 in English	168	85
Pupils in Year 11 achieving 9-4 in mathematics	176	89
Pupils in Year 11 achieving 9-5 in mathematics	154	78
Pupils in Year 11 achieving 9-4 in English and mathematics	176	89
Pupils in Year 11 achieving 9-5 in English and mathematics	154	78
Pupils achieving the English Baccalaureate (based on grade 5 'standard passes')	114	58
English Baccalaureate average point score per student		8.2

## GCSE Progress and Attainment Measures, 2024

GCSE Performance Measures	
Attainment 8 score	6.3
Progress 8 score	0.81

## A-Level Results 2024

	2019	2020	2021	2022	2023	2024	2024	Diff. from
	%	%	%	%	%	%	National Av.	National Average
A*	8	11	28	15	5	5	9	-4
A*-A	30	37	68	32	20	24	28	-2
A*-B	58	71	88	57	56	58	54	4
A*-E	99	100	100	99	97	99	97	2



# FROM THE HEART

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## MESSAGE FROM OUR HEADGIRLS

Sacred Heart is not just a place of learning; it is a nurturing, inspiring, and transformative environment that has motivated our lives in countless ways. Throughout our time at Sacred Heart we have actively engaged in various aspects of school life, including academics, extracurricular activities, and community service. These experiences have shaped us into a well-rounded individuals.

We are deeply proud of our school's commitment to education. Sacred Heart has always upheld a high standard of academic excellence. Our teachers work tirelessly to ensure that we receive the best possible education. They not only impart knowledge but also inspire us to be curious, to ask questions, and to think critically. Their dedication to our growth and development is truly commendable, and it is one of the reasons I cherish our school.

Furthermore, our school is a place of diversity and inclusivity. We have had the privilege of studying alongside students from various walks of life which has greatly enriched our educational experiences. It has taught us to appreciate different perspectives, embrace cultural differences, and build lifelong friendships with people from all over the world. Our school fosters an environment where everyone feels welcome, valued and celebrated regardless of their background.

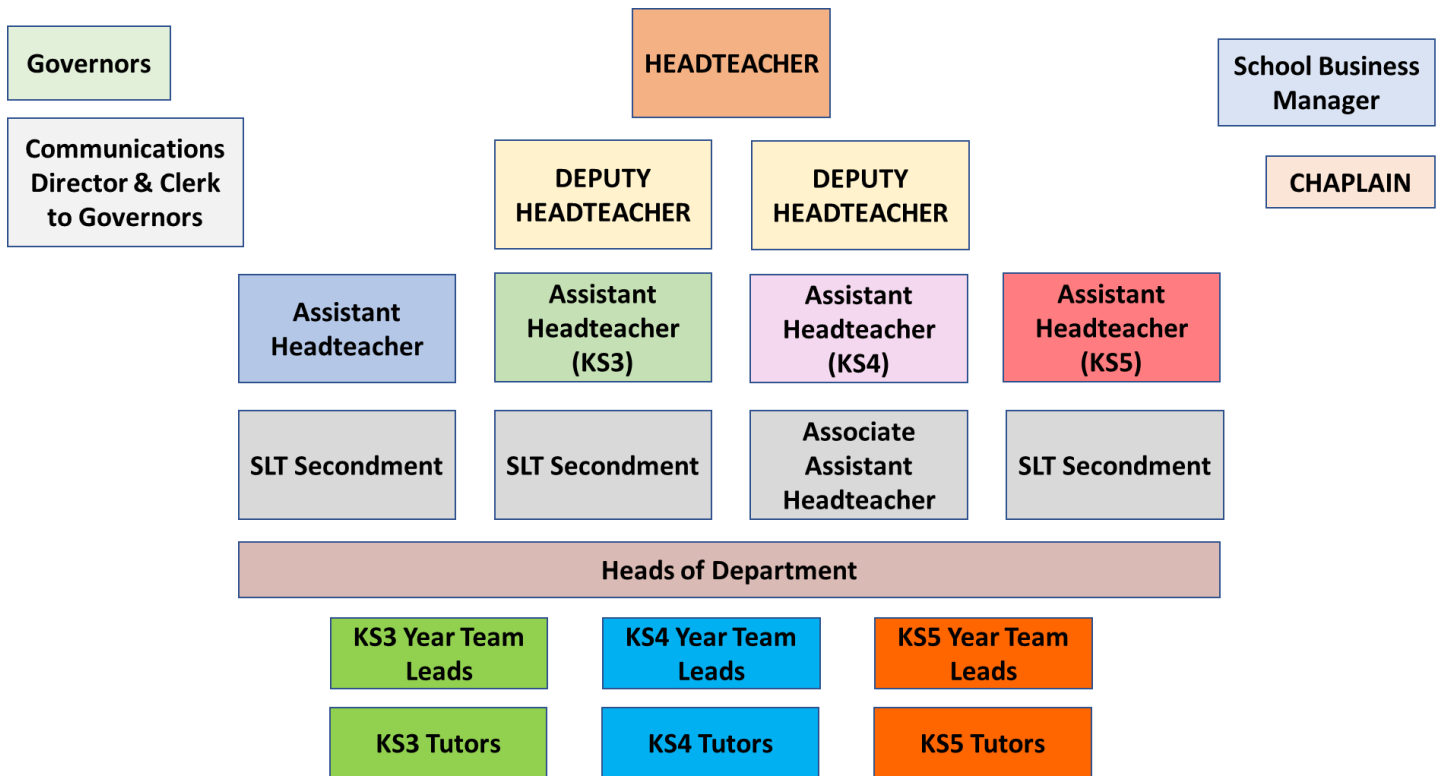
Sacred Heart holds the values of the Church close to heart. It's not just about going to Mass; it's about living those values every day. It's about compassion, kindness, and helping those in need. Our school helps us understand what it means to be part of a bigger family, the family of faith.

But what really sets our school apart is our sense of community. It's more than just a school; it's a family. Whether we're celebrating victories or supporting each other through tough times, we're always there for one another. Not only this, but our community extends beyond the walls of this school. We are encouraged to give back to the community, through charity events and fundraisers that cultivate a sense of responsibility and empathy for those around us.

Sacred Heart provides every student with the perfect environment to thrive: a place where you make lifelong connections, memories, and all girls can acquire the skill set that will ensure success once they move into the next stage of their life.

# STAFFING STRUCTURE

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# JOB DESCRIPTION

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## SCHOOL COUNSELLOR/PSYCHOTHERAPIST, SACRED HEART HIGH SCHOOL

### INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Society of the Sacred Heart. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment will be made under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for teachers in Catholic Schools and other current education and employment legislation.

### JOB SUMMARY

The counselling service at Sacred Heart High School is an established part of the school's pastoral system, offering students therapeutic support for 5 days a week.

As part of a small team you will need to draw upon substantial experience and professional therapeutic training supporting students by providing individual or group therapy sessions.

The role will also involve some training to staff around well being and mental health issues.

Reporting to: Lead Counsellor, and thereafter Headteacher.

### POST RESPONSIBILITIES

1. To offer and deliver weekly counselling sessions to students
2. To assess potential clients and recommend the most appropriate intervention according to their presenting clinical need.
3. To formulate a treatment plan adjusting this to the demands of short term work as appropriate.
4. Accurate record keeping and assessment notes
5. Maintaining contact with school Pastoral staff, advising as required regarding appropriate referrals to the service or to external providers
6. Maintaining and communicating weekly counselling timetable
7. Maintaining confidentiality, boundaries and a strong ethical framework in accordance with relevant professional body guidelines, and where necessary provide information about the nature of the counselling service to others.
8. Regular attendance of external supervision with a supervisor who has expertise in working with young people.
9. Working within relevant Safeguarding and wider school procedures
10. Compliance with and adherence to the legislative framework of relevant accrediting body (BACP, UKCP).
11. Assist with monitoring and reviewing the counselling service provision, ensuring resources are used efficiently and line management are appraised of any changes in service demand
12. Act in a consultancy capacity and give professional expertise to other staff.
13. Provide one off assessments when there is a particular concern regarding a student, and advise as to appropriate action.
14. To communicate with parents as appropriate, having carefully considered issues of confidentiality and consent.
15. Work effectively with other members of the team even though they may work on different days. Communicating operational counselling concerns and queries to the Lead Counsellor.
16. Other duties commensurate with the post

# PERSON SPECIFICATION

## SCHOOL COUNSELLOR/PSYCHOTHERAPIST, SACRED HEART HIGH SCHOOL

CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
Training and qualifications	<p>Educated at degree level</p> <p>At least level 4 diploma in counselling preferably integrative and/or post-graduate qualification</p>	<p>Masters level counselling or psychotherapy qualification.</p> <p>Training specific to working with children and /or adolescents</p> <p>Training specific to attachment difficulties and/or trauma.</p>	<p>Application</p> <p>Interview</p> <p>Certificate</p>
Experience	<p>Significant previous experience of working therapeutically with adolescents including assessing and referring to other services as necessary</p>	<p>Experience of working with trauma and attachment difficulties</p> <p>Experience of designing and running training programmes for staff internally</p> <p>Experience of running therapeutic student and/or parent groups</p>	<p>Application</p> <p>Interview</p>
Knowledge and skills	<p>Ability to communicate clearly both verbally and in written form</p> <p>Proven understanding of the complexities of working with adolescents, and an ability to communicate these to external stakeholders where necessary</p> <p>Ability to plan and manage workload</p> <p>Ability to work collaboratively and respectfully with colleagues</p> <p>Understanding of attachment, trauma, common adolescent mental health conditions and the relevance of systemic factors to mental health</p> <p>Understanding of adolescent psychological development</p> <p>IT skills</p> <p>Awareness of legislation relating to safeguarding and information protection</p>	<p>Knowledge and understanding of a range of therapeutic approaches</p>	<p>Application</p> <p>Interview</p>

# SUPPORTING INFORMATION

## HOW TO APPLY

Completed application forms should be submitted via TES by 9.00am Monday 30th June 2025. CVs will not be accepted.

## SELECTION PROCESS

Shortlisting will take place w/c 30th June 2025 and interviews will take place on Tuesday 8th July 2025

## SALARY

A salary of Support Staff Pay Scale P02 Pt 35 (term time only) will be provided. You will be paid on the 15th day of each month.

## DAYS OF WORK

- ◆ Thursday and Friday
- ◆ 1.5 days per week may be available for a suitable candidate

## PENSION

You may be eligible to join the Local Government Pension Scheme (LGPS). If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. If you qualify a Pension contribution is deducted from your monthly pay depending on your annual salary.



## MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

## EQUAL OPPORTUNITIES

As an equal opportunities employer, we welcome applications from all sections of the community, including persons with disabilities.

## TERMS AND CONDITIONS

The appointment will be conditional upon you satisfying the standard employment checks for a support staff including references, enhanced DBS, health checks, right to work in UK, etc.

## QUERIES

We encourage candidates to look at our website

<https://www.sacredhearhigh.org.uk/>

If you require further information please contact **HRdept@sacredh.lbhf.sch.uk**

We reserve the right to close this advertisement early if we receive a high number of suitable applicants.

