



STUDENT COUNSELLOR

(Senior School)

Required as soon as possible

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

**NOTRE
DAME
SCHOOL**



THE SCHOOL

Set in 26 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with approaching a thousand children and teachers working hard in the important business of education. The School has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the School has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The School is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350, as well as new all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence.



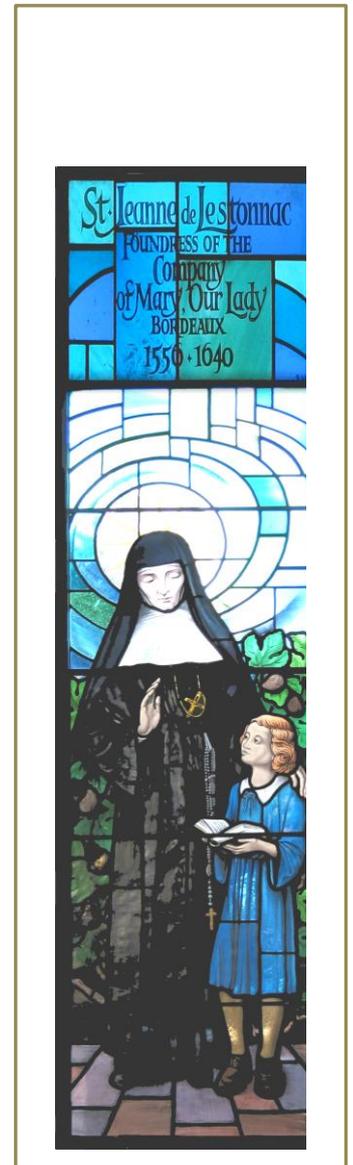
HERITAGE AND ETHOS

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking school we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.

As a school, Notre Dame is passionate about ensuring we provide the best pastoral care for our students. Right at the centre of St Jeanne's vision and the school's 'Lestonnac Approach' resilience programme is nurturing and accompanying young women through the part of their life journey that is with us at Notre Dame. It is therefore appropriate that we provide our students with timely professional help so that they have the best possible care.

Access to the Student Counsellor would be through a clear referral process, managed by the Assistant Head Pastoral for Years 7-11 and the Director of Sixth Form for Years 12 and 13, in consultation with the Heads of Year and Nursing Team. Parental consent would be sought for students in years 7-11 and parental consent for students seeing the counsellor in ND6 would be preferable but not essential.

Appointments would be during the school day, within an appropriately private and quiet location.



THE ROLE

MAIN PURPOSES OF THE JOB

1. To support the emotional needs of vulnerable students on a one-to-one basis
2. To promote emotional well-being to the wider school community

MAIN RESPONSIBILITIES AND TASKS

1. To support the emotional needs of vulnerable students on a one-to-one basis
 - To offer individual counselling for students with emotional needs referred by AHT Pastoral – Senior School or AHT: Director of Sixth Form
 - To provide drop-in opportunities (as appropriate) for students in need of emotional support
 - To complete and maintain appropriate confidential records and ensure confidentiality is maintained where appropriate
 - To ensure that the BACP 'Ethical Framework for Good Practice in School' guidelines are adhered to
 - To liaise with parents/carers and outside agencies as appropriate
 - To produce regular reports on students being seen to Heads of Year and the line managing member of SLT
 - To maintain in good order the room, resources and equipment required to carry out the role
2. To promote emotional well-being to the wider school community
 - To provide advice and guidance to staff whose role it is to support students in emotional distress
 - To attend HOY meetings as appropriate
 - To maintain up-to-date records of specialist support agencies outside school for example 'Jigsaw 4U' bereavement service

GENERAL DUTIES

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the line manager, as the line manager shall from time-to-time reasonably require. The job description will be subject to periodic reviews to fit in with the needs of the School and provide development opportunities as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the School in relation to the postholder's responsibilities and duties at this time.
- To participate in training, other learning activities and performance development as required.

KEY MEASURES OF SUCCESS

- Improved outcomes for vulnerable students.
- Compliance with the BACP guidance for schools.

Confidentiality

Pupils may share sensitive information with the Student Counsellor. If it is a matter relating to a child protection issue, this information must be shared with the Designated Safeguarding Lead. It is therefore very important for the counsellor not to promise total confidentiality to pupils when potentially sensitive matters are discussed.

He/She would however, within those remits, provide a confidential service in which information would only be shared on a need to know basis, giving our students a safe environment to talk and be helped to move forward by a professional.

General Expectations

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

- 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.

PERSON SPECIFICATION

	Essential	Desirable
BACP registration (British Association of Psychotherapists)	✓	
Professional qualification in counselling or psychotherapy (minimum diploma standard)		✓
Up-to-date child protection / safeguarding training		✓
Experience of having worked with mental health in adolescents	✓	
Experience of counselling in the voluntary, community or statutory sector		✓
A commitment to continued professional development		✓
Excellent literacy and numeracy – minimum of GCSE Mathematics and English	✓	
The ability to maintain strict confidentiality and appropriate boundaries in all matters related to the role	✓	
Excellent oral, written and interpersonal skills	✓	
Flexible style, including effective communication and an ability to lead, multi-task and work as part of a team, as required		✓
Ability to create, maintain and enhance effective relationships with all stakeholders	✓	
Ability to work effectively within a team, but also able to work independently and with initiative	✓	

Ability to work collaboratively with the Assistant Head and other members of the school staff	✓	
Show resilience in a fast-paced school environment		
Willingness to 'lend a hand' and 'join in' with school activities and play a full and active part in the life of the school		✓

Benefits of Service

Term Time Only

Salary: Competitive. Based on skills and experience.

Hours of work: 1.5 to 2 days / week (or equivalent hours over more days) term time only. There may be the opportunity to extend hours in future

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch and refreshments are available throughout the working day

Selection Process

Please complete an application form and an enclosed letter outlining your suitability for the post; you may wish to include a brief CV.

Close date for application: 9am, Friday 23rd February 2018

All applicants will receive an email to confirm receipt of the application form.

Shortlisted candidates will be interviewed by senior members of the School and take a tour of the school.

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.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.



Applications to:

Human
Resources
Department
Notre Dame
School
Convent Lane
Cobham
Surrey KT11 1HA

Email:
[HR@notredame.
co.uk](mailto:HR@notredame.co.uk)

Any questions,
please contact
HR on 01932
589092.