



# WOLVERHAMPTON GIRLS' HIGH SCHOOL

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[www.wghs.org.uk](http://www.wghs.org.uk)  
Academy 11-18 girls' selective school

1067 students

## School Counsellor - Part Time

### Term-time only contract

12 Hours per week

Salary: NJC Grade 6 (Point 17 to Point 22)

£15.33 to £17.51 per hour paid over 44.5 weeks

### Required as soon as possible

We have an exciting opportunity for a qualified and experienced School Counsellor. We are seeking to recruit an excellent Counsellor to provide personal counselling to students for 12 hours per week. The successful candidate will have a proven track record of effective therapeutic work with children and young adults as well as dealing with a variety of issues that the modern world presents. You will be able to build and develop effective relationships with students and staff. In return you will join a team of highly professional and committed staff offering opportunities for professional development and support from the Senior Leadership Team and Governing Body.

Visit the school website for further details and the employment application pack.

**The closing date for applications is: 9am on Friday 23<sup>rd</sup> April 2021**

**Interview Date: As soon as possible following the recruitment closing date**

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK.**

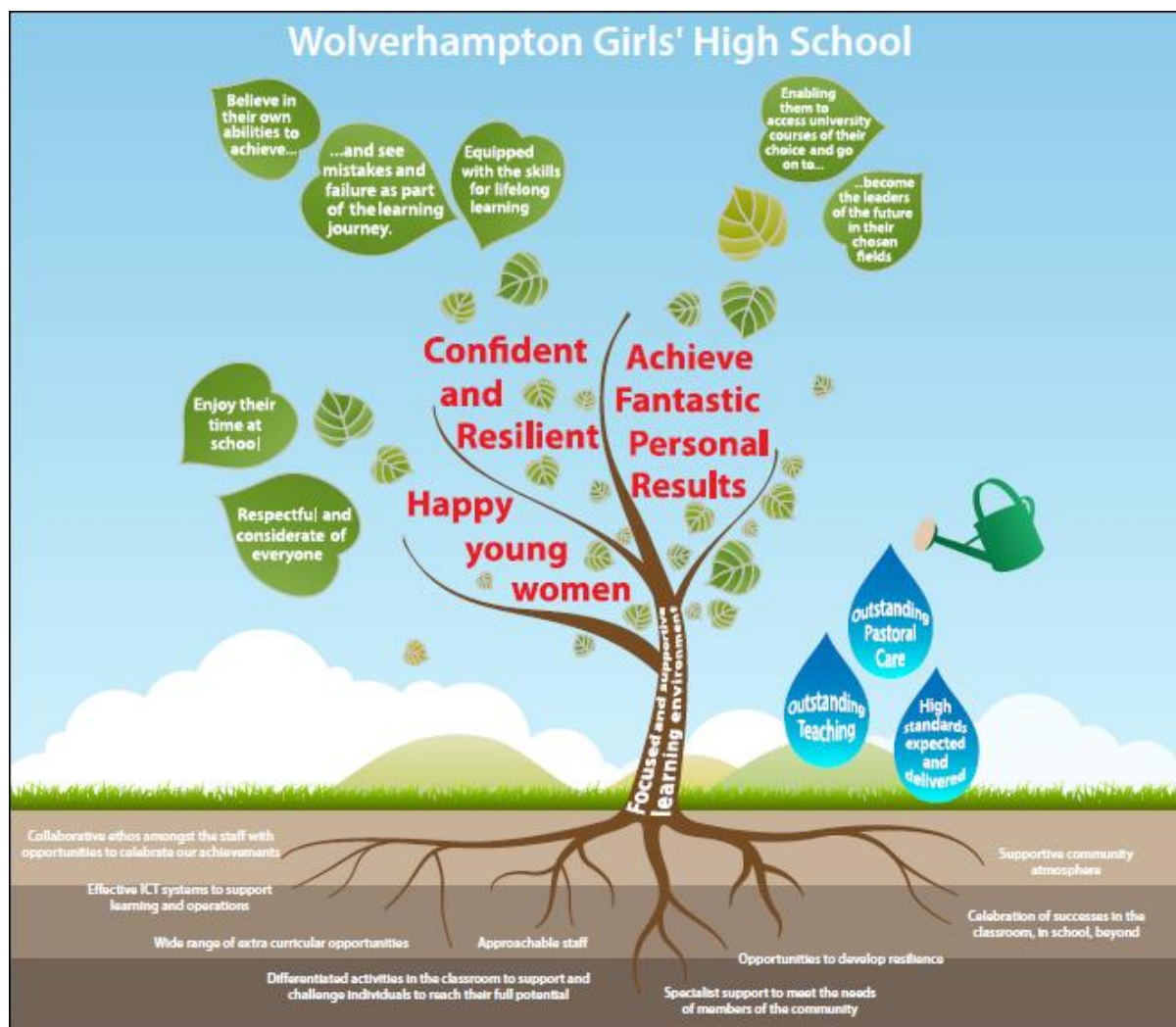
# Wolverhampton Girls' High School

## School Counsellor Applicant Pack

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# School Vision



# Our School

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Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to academic excellence. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving four successive "Outstanding" inspections. Indeed, the school was awarded this highest rating in every category in each of the two most recent inspections.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. Pastoral care is exceptional, focusing upon student wellbeing. High quality advice and support is provided to ensure that students are well informed to make their choices when preparing for higher education and their future careers. The school has an impressive record of students going on to read a variety of degree courses including Medicine and Law; and at some of the best institutions in the country including Oxford and Cambridge, alongside securing prestigious higher-level apprenticeships at companies such as KPMG.

The school's motto: Ludus Supra Praemium, emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community.

I want each, and every one of our students to develop confidence, determination, resilience and self-belief. We encourage our students to embrace all that an education here at Wolverhampton Girls' High School has to offer by seizing the myriad of opportunities both within and outside of the curriculum, to develop passion for learning, and enjoy enriching activities.

As a result, our students leave WGHS with skills, attributes, qualifications and fond memories; equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields. We focus on the importance of encouraging each of our students to aim for their personal best.

Girls' High is a special place to be, with its supportive atmosphere, encouraging all students to achieve their best in all aspects of school life.

**Mrs T Young**  
**Headteacher**

# Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

## Headlines 2019-2020

GCSE	A Level
80.5% of grades awarded at 9/8/7 or A <sup>+</sup> / A <sup>+</sup> /A	72.2% of grades awarded at A <sup>+</sup> -B (excluding EPQ)
83.2% achieved the English Baccalaureate	100% pass rate
78 students achieved 9/8/7 or A <sup>+</sup> /A in all subjects	53 students achieved A <sup>+</sup> or A grades in 3 or more subjects

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (76). We currently have no students eligible for Catch Up Funding and we have one, Looked After Child.

We have 31 students on SEN support code (K).

The proportion of students from ethnic minority groups is 62% with Indian students making up 32% and 16% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.

# Our Staff

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We have 106 staff; 62 teachers of whom 27 are part-time; and 44 support staff. There are 16 Curriculum Leaders and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 1 Assistant Headteacher.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to a number of school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

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The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. We have recently benefited from an £8million BSF investment updating facilities across the school and extending our facilities to include new science laboratories, new art rooms, new lecture theatre and a £2.3 million ESFA investment for new sixth form social and study facilities. All Sixth Form students are issued with a one-to-one device to support their learning. Plans are now in place to commence a further ESFA, £3.4 million funded project in October 2020. This will include provision of four new science laboratories and refurbishment of two others.

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## Job Description

Post Title:	School Counsellor
Purpose:	<ul style="list-style-type: none"> <li>The School Councillor will provide a counselling service to the students and staff of Wolverhampton Girls' High School to support wellbeing and develop resilience.</li> </ul>
Reporting to:	The Deputy Headteacher - Student Support
Main Duties and Responsibilities	<ul style="list-style-type: none"> <li>Provide personal counselling and support to assist students with the management of emotional difficulties affecting their learning.</li> <li>Provide a welcome first point of contact for counselling clients, clarify the role of counselling in the School context, assess the student's requirements and agree the counselling service to be provided or refer where appropriate to external agencies in line with school policies and procedures.</li> <li>To provide consultation to staff whose role it is to support students in distress.</li> <li>To liaise with the pastoral management team.</li> <li>To plan interventions to be implemented and prepare reports for internal use and inform decisions involving external agencies.</li> <li>To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.</li> <li>To keep suitable case records on the counselling in a secure place.</li> <li>Work in consultation with the school child protection policies and designated staff.</li> <li>To provide updated information on the counselling service, the role of the counsellor and the boundaries of confidentiality to students, staff and parents.</li> <li>To report back on a regular basis on numbers using the service and give a general overview of types of problems students are presenting with statistics as appropriate to the staff, SLT and Governing Body.</li> <li>To devise and, where appropriate, deliver a programme of training to support and develop the counselling service across the school.</li> <li>To perform duties within the codes of practice and ethics recommended by the BACP<sup>1</sup>, UKCP<sup>2</sup> or equivalent organisation.</li> <li>To review and evaluate the service.</li> <li>To attend training, school INSET and meetings as directed or appropriate.</li> </ul>
Expectations of the Post Holder:	<ul style="list-style-type: none"> <li>Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.</li> <li>Be committed to professional development, internally and externally specifically related to the WGHS or the post.</li> <li>Undertake responsibilities for safeguarding and protecting the welfare of students and staff.</li> </ul>

<sup>1</sup> BACP = British Association for Counselling and Psychotherapy

<sup>2</sup> UKCP = UK Council for Psychotherapy

Undertake any other duties as are commensurate with the grade of the post, as may be reasonably required by your line manager or the Headteacher subject to any reasonable adjustments under the Equality Act.

To comply with and promote all various codes of practice within which the school operates and upon which its ethos and core values are based.

The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.

The Associate Staff Team members have a key function of providing the interface between the School, the public and the parents.

A high priority is to be given to standard of presentation of all written communications, booklets, and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.





## Person Specification

### Qualifications and Experience:

1. The post holder must have the following qualifications:
  - A qualification in counselling at professional diploma level recognised by the BACP.
  - Accreditation and membership of the BACP.
2. Experience of providing counselling to a linguistically and culturally diverse group preferably ideally with experience in a school setting.
3. Further therapeutic training or qualification in working with children and young people is desirable but not essential.

### Knowledge and Understanding

4. An understanding of the aims and activities of educational life, both students and staff.
5. Knowledge of mental health and CAMHS service.
6. Knowledge of the Children's Act and legislation pertaining to children.
7. An awareness of range of needs from diverse ethnic, cultural, and social backgrounds.
8. Knowledge of counselling and child development milestones.
9. An understanding of equal opportunities requirements in the work of a student and counsellor and how the post can contribute to WGHS equality values, school ethos and community.

### Skills and Abilities

10. A range of counselling skills and qualities to provide a welcoming, inclusive, and effective individual counselling service to students and staff.
11. The ability to provide individual and group sessions as appropriate to support the curriculum and assist in the delivery of staff development in topics related the post and the schools PSHCE programme.
12. The ability to work effectively with teaching and support staff.
13. A high level of communication skills, including the ability to write reports to a wide range of audiences.
14. The ability to work both independently and as a member of the team.
15. The ability to work under pressure, meet deadlines, manage projects, identify priorities and organise own workload.
16. Flexibility to work in a developing organisation and embrace change.
17. Positive communication and listening skills.
18. Patience, tolerance, and sensitivity.
19. A mature and non-judgemental outlook.
20. Enthusiasm.

# How to Apply

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To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Please note that the application form must be fully completed and submitted on time for the attention of the Headteacher by post or to [jobs@wghs.org.uk](mailto:jobs@wghs.org.uk)

**The deadline for submissions of applications is 9am on Friday 23<sup>rd</sup> April 2021**

The interviews are expected to take place as soon as possible following the closing date.