



Student Counsellor

Permanent

30 hours per week

38 weeks per year

Closing date: Friday 1 March 2019



Dear Candidate

I am delighted that you have requested further information regarding the position of Counsellor at The Spires College.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive to ensure that every member of our community feels valued, but also contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. However students can only

learn effectively when they are well equipped to do so, and so high quality pastoral care is essential. At our recent inspection, the college was graded 'good' in all areas, which is a fitting acknowledgement of everyone's hard work. The report offers a good balance between celebrating our students' successes and academic progress, with praising the College's ethos of care and inclusivity: "A good and rapidly improving school with a culture of respect and aspiration".

Our Heads of Year, Pastoral Support Managers, Designated Safeguarding Lead, SENDCo and Counsellor work as a close team, led and supported by the Vice Principal for Quality Partnerships. The successful applicant to this post will be ambitious to support all students across the College to achieve great success, by promoting positive wellbeing and mental health.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment. I look forward to hearing from you.

With best wishes

Alex Newton
Principal





The College

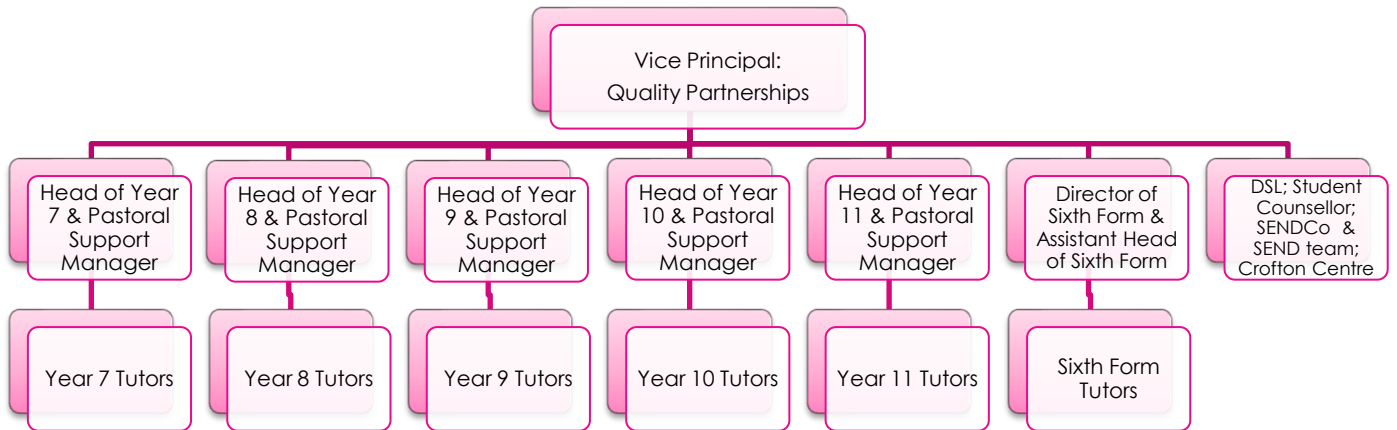
The Spires College is a co-educational, 11-18 college with a bilateral stream. It is a modern, purpose-built building offering fantastic facilities for both students and staff alike, situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently around 900 students on roll. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system: parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated score in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike.



The Pastoral Team



Opportunities to join schools and colleges as a Counsellor come up very rarely and so this is an exciting opportunity.

Each year group has a Pastoral Support Manager: a non-teaching member of staff who works closely with the Head of Year to ensure that students' welfare is prioritised. The successful candidate for this role will work with Pastoral Support Managers for all year groups and plan personalised interventions to support young people who may be anxious, had a bereavement or who may be struggling with home or school life for a multitude of reasons. In addition to this, there will often be a correlation with SEND and safeguarding and this will require effective communication with these teams as well.

The college offers placements to trainee counsellors, who are supported by our permanent counsellor.

The successful candidate will be well supported by our committed Pastoral Team and Senior Leadership Team.



Job Description Student Counsellor

Dates: Apply by Friday 1 March 2019 – to start as soon as possible
Accountable to: Vice Principal – Quality Partnerships
Salary: Grade G £24,313 to £26,999 pro rata
(actual salary- £16,269 to £18,066)
Contract type: Permanent
Hours and Holidays: 30 hours per week for 38 weeks per year (term-time). The normal working day will be between 8:25 am to 2:50 pm (term time) and will include an unpaid break during the day. As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term time.

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the school to respond to changing priorities and also support and enhance individual professional development.

Job Purpose

- ▲ To support the enhancement and operation of the learning environment of the college, with a particular focus on the wellbeing of students;
- ▲ To support in the provision of a high-quality education for the students of the college;
- ▲ To provide a high-quality counselling service to students experiencing a wide range of emotional problems;
- ▲ To provide support, guidance and advice to parents, carers and the college;
- ▲ To observe confidentiality and to support the College's endeavour to provide excellent teaching and learning for all students;
- ▲ Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

Specific Responsibilities

- ▲ To liaise with the Pastoral Support Managers, SENDCo, Heads of Year and Tutors and contribute to the assessment of pupils by providing appropriate relevant information where appropriate;
- ▲ To act in a consultative capacity and offer support, guidance and advice to members of staff with regards to student concerns;
- ▲ To network with, and work in partnership with, other statutory and voluntary organisations as required;
- ▲ To provide advice on college policy relating to the provision of the service and to be responsible for updating the appropriate policies in conjunction with the Vice Principal;

- ▲ To contribute to PSHE, SMSC and the development of emotional wellbeing within the school through assemblies and group work;
- ▲ To maintain appropriate records and statistics;
- ▲ To be responsible for the provision of an annual report to senior management and governors containing statistics of service use, reasons for referral, development of the service, and evidencing professional and personal development;
- ▲ To attend regular external consultative supervision with suitable qualified professionalism;
- ▲ To review and evaluate the service and participate in performance management in line with the College's processes;
- ▲ To maintain professional standards and CPD training requirements in line with BACP professional guidelines and work within their ethical guidelines in a safe and lawful way;
- ▲ To participate in school CPD as required;
- ▲ To work as part of the team to evaluate service provision ensuring continued improvements are applied;
- ▲ To write reports and manage own work-load;
- ▲ To provide induction of in-house training and mentoring of trainees as required;
- ▲ To follow all College safeguarding practices.

General Responsibilities

- ▲ To support the enhancement and operation of the learning environment of both the pastoral management team and the college in its entirety;
- ▲ To support teaching staff in the provision of a high-quality education to our students;
- ▲ To support other support staff by covering their duties if they are absent from work;
- ▲ To comply with all college policies;
- ▲ To undertake appropriate training as and when required;
- ▲ To self-manage time to ensure all tasks are completed as directed by the line manager;
- ▲ To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.

Health and Safety Responsibilities

- ▲ To adhere to college health and safety policies, procedures and current statutory health and safety requirements;
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety;
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

This is a description of the job, as it is constituted at the date shown. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Qualifications and Skills	Essential or Desirable	How assessed
Diploma or degree in counselling	E	Application form
Member of the BACP	E	Interview/selection process
At least 2 years post-qualification experience as a practising counsellor in a school context	D	Interview/selection process
Experience of counselling in an educational setting	E	Interview/selection process
Good standard of literacy and numeracy English and Maths GCSE at Grade C or equivalent	E	Interview/selection process
Able to communicate effectively with parents and carers	E	Interview/selection process
Able to relate effectively to young people and influence their behaviour	E	Interview/selection process
Able to work effectively with colleagues and form positive relationships	E	
Able to travel to undertake work away from the normal workplace	D	Interview/selection process
Able to undertake occasional work outside normal work hours	E	Interview/selection process
Personal Qualities		
Professional in manner, actions and appearance	E	Interview/selection process
Approachability	E	Interview/selection process
Flexibility	E	Interview/selection process
Tenacity	E	Interview/selection process
Ability to keep confidentiality	E	Interview/selection process
Knowledge		
Knowledge of relevant regulatory or legislative framework.	E	Application form, interview/selection process
Knowledge, understanding and awareness of mental health issues in young people.	E	Application form, interview/selection process
Knowledge and awareness of the network of Children's Services.	D	Application form, interview/selection process
Experience		
Experience of working with young people	E	Application form
Experience of working in a school environment	E	Application form
Experience of collaborative working with external organisations and agencies	E	Application form
Evidence of continued professional and or personal development	E	Application form
Experience of using Torbay's 'The Child's Journey' threshold matrix or similar tool which determines when needs reach a threshold to trigger intervention.	D	Application Form, Interview/selection process



How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, **by midday on Friday 1 March 2019**, preferably by email to: nosborne@thespirescollege.com.

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

The Spires College
Westlands Lane
Torquay
TQ1 3PE
Tel: 01803 400660
www.thespirescollege.com

