

Job Description

Job Title:	School Counsellor
Hours of Work:	8.5 hours per week
Department:	Pastoral
Job Grade (if applicable):	5
Accountable to:	Deputy Head (Pastoral and Boarding)
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Winchester House School
Purpose of the role:	The School Counsellor will provide a confidential and professional counselling service to pupils when required.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Key Tasks:

- To provide a prompt, sensitive and confidential counselling service to pupils put forwards by the Deputy Head Pastoral and Boarding during term time for one triage session;
- liaise with the Designated Safeguarding Lead;
- encourage a culture of listening to children and taking account of their wishes and feelings, and among all staff;
- Work with a diverse range of issues including bereavement and loss, transition, depression, anger management and erratic behaviour as a result of abuse, anxiety and fears.
- Provide ongoing sessions for pupils requiring further counselling in accordance with demand.
- Provide guidance to staff whose role it is to support pupils in distress.
- Work in consultation with the School with regards to Safeguarding and Child protection procedures, working closely with the Designated Safeguarding Lead.
- Keep suitable confidential case records on the counselling provided in a secure place, in accordance with the Data Protection Act and for safeguarding records as required
- Meet once per half-term with the Deputy Head Pastoral and Boarding to discuss the use of the Counselling service by pupils;
- Attend scheduled meetings as a member of the Schools' Safeguarding and Child Protection Team
- Attend the Safeguarding and Pastoral Committee as required
- Report to the Deputy Head Pastoral and Boarding on a regular basis a summary of the main reasons for pupils accessing the Counselling service
- Liaise with personnel from other agencies as required; including the school Medical Centre, with a view to easing referrals and accessing specialist consultants in the areas of health, mental health, social services, education and voluntary agencies
- Attend supervision with a suitably qualified counselling supervisor
- Maintain professional membership of the BACP and individual liability insurance;
- Ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Accredited by the British Association of Counselling and Psychotherapy or the UK Council for Psychotherapy • Diploma or Degree in Counselling/Psychotherapy 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Good communication skills both written and verbal • The ability to communicate with a range of staff and students • Experience of working as a counsellor with young people • Positive communication and listening skills • Ability to work independently 	<ul style="list-style-type: none"> • Experience of working with young people in a School context
Personal Qualities	<ul style="list-style-type: none"> • Ability to recognise and respect confidentiality • Non-judgemental outlook • Sensitivity 	<ul style="list-style-type: none"> • An understanding of and an interest in education

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: July 2023

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of School Counsellor we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5