



Job Description

Job Title: Counsellor

Responsible to: Deputy Head (Pastoral)

Job Specification

To provide College pupils with access to an independent, confidential counselling service in order to promote emotional health and well-being and enable young people to develop a resilience to cope with any difficulties they face.

Principal Contacts

- The normal day to day contact will be with the Deputy Head (Pastoral) who will be responsible for monitoring the effective performance of the contract
- There will be weekly meetings usually with the Deputy Head (Pastoral), Second Master and Senior Sister
- There will be termly welfare meetings with the Deputy Head (Pastoral) and the school Doctor.

Key Responsibilities

- To work alongside and liaise with the current College counsellor
- To offer individual pupils or groups counselling and support in a room set aside for counselling
- To work with a diverse range of issues including bereavement and loss, eating disorders, self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety, fears and stress reducing advice for exam anxiety
- To liaise with the pastoral management team including: Housemasters / Housemistresses, medical staff, Deputy Head (Pastoral) and Second Master
- To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants
- To keep suitable case records on the counselling in a designated secure place on site
- To attend regular supervision with a suitably qualified supervisor
- Refer child protection concerns to the DSL within the College
- To provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils, staff and parents
- To report back on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
- To contribute to the peer listening programme.

This job description may be altered to meet changing educational context at the discretion of the College.

Safeguarding Responsibilities

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.
- The post holder will be engaging in regulated activity.

Person Specification

The successful candidate must have a counselling qualification and be an accredited member of a professional body BACP, UKCP registration or BPC.

Knowledge

- An understanding of the developmental, emotional, social and educational issues of children and young people
- An awareness of a range of needs of people from diverse ethnic, cultural and social backgrounds
- Knowledge of local mental health and CAMHS service
- Knowledge of Every Child Matters and Keeping Children Safe in Education 2021

Experience

- Minimum of 5 years post qualification experience
- Minimum of 2 years' experience of working with young people age 13 – 18 years, ideally with knowledge of working in boarding schools and / or independent schools
- Experience of working as part of a multi-disciplinary team

Skills and Abilities

- Good written and verbal communication skills
- Ability to work independently, manage own caseload and use initiative
- Ability to work under pressure
- Ongoing professional development in accordance with BACP guidelines
- Positive communication and listening skills
- Patience, tolerance and sensitivity
- A mature and non-judgemental outlook
- Enthusiasm

Outline Terms and Conditions

This post is to start from April 2022 or September 2022, is part time for 4-6 hours per week, term time only. For the avoidance of doubt, term time comprises the published term dates plus 1 additional day at the beginning of the Michaelmas term and 1 additional day at the beginning of the Summer term in each academic year.

The ideal hours are Tuesday from 12.30pm, exact hours of service to be agreed with the successful service provider. The rate of payment will be £40 per hour billed monthly in arrears.

Safeguarding & Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

To apply, please follow the link below to complete the mandatory application form:

www.cognitofoms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

All applications must be received by noon on **Friday 11 February 2022**

Evidence of sufficient insurance, ongoing supervision arrangements and cover for sickness will be required at interview stage.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.

Term Dates

Term dates are available at <https://www.eastbourne-college.co.uk/whats-on/term-dates/>

Background Information

Eastbourne College Incorporated (ECi)

Eastbourne College Incorporated is the term for the combination of Eastbourne College and St. Andrew's Prep School. The two schools are run separately but are part of the same Charity and a single Board of Governors bears overall responsibility.

Eastbourne College is a co-educational HMC independent school of just over 630 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 85% of A-level grades being awarded A*, A or B in the last four years. At GCSE approximately two thirds of all grades awarded are A* or A. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a full boarding school with a six-day per week academic and co-curricular timetable. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school.

We are proud of our rich cultural and sporting traditions. The modern Birley Centre is a hub of the performing arts and has a performance space ideal for debating events. There is also a school theatre that can hold a large audience, a drama studio space, and other spaces conducive to debating and public speaking workshops for smaller groups. College artists exhibit in London, actors have starred in film and TV; the Design & Technology (DT) department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving Combine Cadet Force, Duke of Edinburgh's Award scheme and Service at School (S@S) programmes.

As we celebrated our 150th year, the College completed the most ambitious development project in its history. Project 150 saw the delivery of over 30 state of the art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe that the College has some of the best facilities of any school in the UK.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:
www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook page:
<https://www.facebook.com/EastbourneCollege>

Postscript

There are many attractions to working for Eastbourne College Incorporated, not least its location on the south coast in the sunniest part of the country.

The College is situated in an attractive part of a peaceful town with easy access to shops, local amenities and the South Downs National Park and the beach. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are on our doorstep. The schools are a strikingly happy, cohesive and coherent community.

We look forward to meeting you.