Student Counsellor

Recruitment Pack

Kirkby High School

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Welcome

Dear Applicant,

Thank you for your interest in the Student Counsellor position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to start in September 2019.

We are proud of our school's success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Jo Barrett on 0151 477 8710 or email j.barrett@kirkbyhighschool.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs R Conefrey
Headteacher
Kirkby High School

Kirkby High School

Kirkby High School is a vastly improving 11-16 mixed comprehensive of around 880 students where we continually strive to provide the highest standards for our whole school community. All staff at Kirkby High School fully embrace our philosophy: Excellence for All.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students' self-belief and to show them that they can be what they want to be.

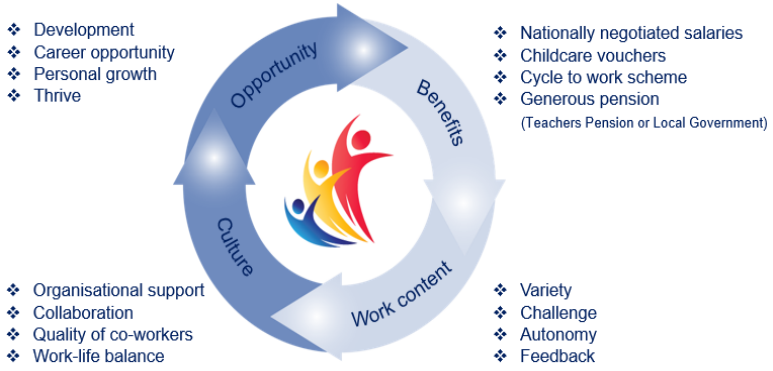
The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Student Counsellor

Reports to:	Designated member of SLT
Location:	Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary:	NJC Grade F, scale points 12 – 17 (pro-rata)
Hours:	27.5 hours per week, term time only

Overall Purpose of the Post

- Provide individual and group counselling to students.
- Liaise with all relevant people and agencies if the occasion arises.
- Support the aims and objectives of the school.

Main duties and Responsibilities

- To manage, co-ordinate and deliver a confidential specialist Counselling service to support Kirkby Hall students and staff.
- To work in collaboration with the Pastoral Deputy Head, Deputy Heads and Heads of Year to ensure comprehensive service.
- Ensure parental permission has been agreed.
- Carry out home visits when necessary.
- Liaise with all academic staff, parents and relevant outside agencies to ensure the support of students
- To provide written evidence of individual weekly session to students.
- To provide written evidence to outside agencies when required.
- To work pro-actively as a member of the pastoral team.
- Participate in regular meetings.
- Review students' progress on a regular basis.
- Maintain files and records.
- Work in accordance with Counselling Practitioners Framework of Ethics and Practice for Counselling.
- Participate in training students for roles of responsibility such as peer support.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings as may be reasonably directed
- Participate in training and other learning activities as may be reasonably directed.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Person Specification

The successful candidate will possess:

Essential:

- An empathy with children
- The ability to maintain confidentiality.
- The ability to work independently and without direct supervision.
- An excellent attendance and punctuality record.
- Excellent communication and listening skills
- The ability to communicate and liaise with external agencies.
- A recognised Diploma in Counselling
- U.K. Counselling Practitioners Registration.
- Knowledge of the Child Protection Act.
- Commitment to attend relevant training courses for further development

Desirable:

- Previous experience of working in a school or with children.

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to j.barrett@kirkbyhighschool.net

Alternatively, send a hard copy to:

Mrs R Conefrey
Headteacher
Kirkby High School
Bracknell Avenue
L32 9PP

Closing date: 12 noon on Monday 24th June 2019

The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

KIRKBY HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

BRACKNELL AVENUE,

KIRKBY, MERSEYSIDE, L32 9PP

TELEPHONE: *0151 477 8710*

FACSIMILE: *0151 477 8715*

EMAIL: *admin@kirkbyhighschool.net*

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1. POST APPLIED FOR

Post Applied For:			
School:	Kirkby High School		
As advertised in:		**On date:**	

2. PERSONAL DETAILS

SURNAME:		**FORENAME:**	
TITLE: **(Optional)**		**Date of Birth:** **(Optional)**	
Address:			
POSTCODE:		**Email:**	
Telephone No:		**Mobile No:**	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		**SALARY:**	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)*	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? *(If yes, please give details)*	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? *(If yes, please give details)*	Yes / No
Do you hold a current and valid driving licence? *(if yes, please state the category)*	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	

10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.	
Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	Yes / No

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				**REFEREE 2**			
TELEPHONE NO:				**TELEPHONE NO:**			
EMAIL:				**EMAIL:**			
Reference Type: (Please circle)	Employer	Education	Character	**Reference Type:** (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……Date:……