



Job Pack

School Counsellor

To Start As Soon As Possible

Part Time or Full Time

Term Time Only

Permanent Post – Kent Range 7



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The role of School Counsellor will form part of our exceptional Student Services team. The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at both the Tonbridge and Sevenoaks campuses. The team is led by the Director of Inclusion and consists of a range of posts including SENCO's, School Counsellors, School Nurses and Learning Mentors.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding

The Post

| | | | |
|-------------------|-------------------|--------------------|----------------------|
| Job Title: | School Counsellor | Reports to: | SENCO |
| Team: | Student Services | Start date: | As soon as possible |
| Grade: | Kent Range 7 | Hours: | Full Time/ Part Time |

The purpose of the post-holder is to provide a high-quality counselling service to students as well as to staff needing support. The work of the School Counsellor will be coordinated by our SENCO.

Accountabilities

- Provide professional and efficient counselling for students and staff.
- Use good communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.
- Be familiar with and comply with a full range of policies and procedures relating to child protection, health & safety, security and confidentiality reporting all concerns to the appropriate person to ensure Students' wellbeing.
- Contribute to the overall work/aims of the School, appreciating and supporting the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional develop.
- To work as part of the whole school team and contribute to the plans to ensure the school meets its aims.
- To undertake assessments with students.

About You (Person Specification)

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Relevant counselling qualification | ✓ | |
| Current membership with British Association for Counselling and Psychotherapy (BACP) | ✓ | |
| Specific training in specialist area of student learning support eg literacy support, behaviour management | | ✓ |
| Experience | | |
| Worked as a counsellor in a professional setting | | ✓ |
| Early Help or other external agency liaison | | ✓ |
| Family Liaison experience | | ✓ |
| Evidence of working as a counsellor in a school setting | ✓ | |
| First Aid (training may be offered) | | ✓ |
| Experienced in CBT or willing to undertake training | | ✓ |
| Skills & Knowledge | | |
| Able to demonstrate a high level of communication skills with a range of stakeholders | ✓ | |
| Able to demonstrate effective planning to help support the delivery of a high quality in school counseling provision | ✓ | |
| Confident in own ability to be effective and to take on challenges | ✓ | |
| Ability to relate well to Students, colleagues, parents and Governors | ✓ | |
| Effective behaviour management | | ✓ |
| Able to support Students in maintaining high standards | ✓ | |
| Up to date awareness of curriculum development | | ✓ |
| Efficient and effective administrative, organisational and personal management skills | ✓ | |
| Personal Attributes | | |
| Ability to inspire, challenge and motivate Students | ✓ | |
| Have a positive approach to education with a desire to succeed | ✓ | |
| Energy, enthusiasm and perseverance | ✓ | |
| Reliability and integrity | ✓ | |
| Good interpersonal skills | ✓ | |
| Professional appearance and manner | ✓ | |
| Clear vision and educational philosophy | ✓ | |
| Positive commitment to individual personal development | ✓ | |
| Capacity to work hard, under pressure, to meet deadlines and manage time effectively | ✓ | |
| A good record of attendance | ✓ | |
| Adaptable and amenable with respect to working practices | ✓ | |
| Ability to work independently and in a team, take a collaborative approach | ✓ | |
| Ability to build supportive working relationships with colleagues | ✓ | |
| Commitment to supporting the full life of the school | ✓ | |
| Suitable to work with children | ✓ | |
| Equal Opportunities – A commitment to inclusive education | ✓ | |

The Package

Salary: Kent Range 7: £23,033 - £26,075 per annum (full time equivalent)

Benefits:

| | |
|--|-------------------------|
| Generous Pension Scheme (TP / LGPS) | Health Care Cash Plan * |
| Priority Admission for Staff Children ** | Free On-Site Parking |
| Kent Reward Scheme | Free refreshments |
| Cycle 2 Work Scheme | |

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Thursday 2nd December, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

