



School Counsellor

From 1 September 2022

Private (Invoiced) or Salaried Position





Headteacher
Michael J Scott
BA(Hons) Exon NPQH FRSA

Thank you for discovering more about the post of School Counsellor. We currently have two part-time counsellors at NGHS, one of whom is retiring at the end this academic year. This therefore presents an exciting opportunity for a qualified counsellor, ideally with experience in a school environment, to work flexibly over **two days per week** as part of our close-knit and friendly pastoral team of support staff. For candidates seeking additional employment, it may be possible to combine this post with the role of Mentor in the Sixth Form. Further information can be obtained from my Deputy Head, Miss Sophie Webster via schooloffice@nghs.org.uk.

Our ideal candidate will have a high level of professional skill, a genuine enjoyment of working with children and other adults, and an enthusiasm for the ethos and aims of the school. They will be approachable, committed, inspirational, kind, calm, and willing to go to the extra mile for our students. They will understand the developmental, emotional and social needs of children and young people, and have an awareness of the needs of young people from diverse ethnic, cultural and social backgrounds. They will be in regular supervision with a clinical supervisor experienced in working with children and young people in a school context. They will have a diploma or higher-level qualification in Counselling or Psychotherapy; membership of a professional body, such as BACP, NCS, UKCP; the required insurance; therapeutic experience and/or training in working with children and young people in a counselling role.

I am in my fifth year as Headteacher at NGHS and consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to

achieve their potential and they also support each other. We take staff wellbeing extremely seriously and our Wellbeing Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were last inspected by Ofsted in 2019. [Please read the report here](#); you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award. NGHS is also a Flexible Working Ambassador School for the DFE.

The school is financially secure and we have been successful twice within four years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. We welcomed 120 girls into Year 7 in 2021, but most year groups still have 3 classes of around 28-30 students. The sixth form is also oversubscribed and we take students from a number of 11-16 and 11-18 high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. We would welcome candidates to visit the school prior to applying (email headteacher@nghs.org.uk for the attention of Miss Webster, Deputy Head to arrange). I appreciate the time taken to assemble an application and I thank you in advance for your interest in the post and our school. Further details about salary etc. can be found on the final page of this brochure.

The closing date is **Tuesday 21 June 2022**. We look forward to hearing from you.



The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Maths & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus in September 2021 is based around Rosenshine's Principles of Instruction.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together. Examples include responding to the call from Ofsted and navigating the Covid19 lockdowns.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system has been overhauled since the current Headteacher took up post. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are largely based around our fabulous House system.

Our pastoral team was further enhanced in 2018 by the appointment of two non-teaching Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS. Attendance after the Covid-19 lockdown was notably higher, particularly in the sixth form.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

NGHS IN ACTION



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. The 2019 team won a trophy for their work. Mr Scott, Mrs Tomkinson and 10 girls attended a Downing Street reception in 2020 for International Women's Day.



JOB DESCRIPTION & PERSON SPECIFICATION

Core Job Role:

To provide counselling and support to students (and occasionally) staff for a range of issues including, but not limited to emotional needs, relationships, mental health anxiety and self esteem. To actively ensure the safeguarding of pupils and contribute to the welfare of the school community as a whole.

Responsible To:

⇒ Assistant Head via member of the Pastoral Team

Job Description:

- ⇒ Meet 1:1 with students to offer counselling support
- ⇒ Liaise with the Counselling Coordinator (Pastoral & Medical Administrator) to determine bookings for each session including triage as necessary
- ⇒ Respond to major school incidents (such as bereavement of a pupil/staff member) with as much availability as possible
- ⇒ Liaise with parents and staff (as appropriate bearing in mind confidentiality)
- ⇒ Ensure appropriate confidentiality within a school safeguarded environment and beyond the doors
- ⇒ Communicate and cooperate with external agencies and professionals when needed
- ⇒ Ensure timely intervention following a referral
- ⇒ Ensure accurate records are kept, and reporting on the case load of students to the senior leadership team
- ⇒ Regularly review and evaluate provision
- ⇒ Ensure that the counselling provided adheres to current legislation and any new developments
- ⇒ Attend supervision with a suitably qualified supervisor at your own expense (if privately employed)

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> i. Diploma or higher-level qualification in Counselling or Psychotherapy ii. Membership of a professional body, such as BACP, NCS, UKCP iii. Required personal liability insurance iv. Competent use of ICT 	<ul style="list-style-type: none"> v. Additional qualifications relevant to post such as being able to deliver CBT
Experience	<ul style="list-style-type: none"> i. Experience of working with young people in a counselling role ii. Proven ability to communicate and work effectively to support those you work with 	<ul style="list-style-type: none"> iii. Experience of working in a school counselling service environment or different educational settings
Knowledge & Skills	<ul style="list-style-type: none"> i. Be able to work independently and with initiative ii. Be able to work flexibly and under pressure iii. Good awareness of the challenges and issues for young people in education and learning iv. Knowledge and understanding of how to manage safeguarding concerns 	<ul style="list-style-type: none"> v. Training and experience of working with students with a variety of mental health needs
Qualities	<ul style="list-style-type: none"> i. Ability to communicate effectively with young people ii. Belief in sustaining high standards of excellence and providing exceptional pastoral care iii. Team player who is able to work with and effectively communicate with parents and staff iv. A passionate desire to make a difference v. Suitability to work with children and satisfactory Enhanced Disclosure with DBS. vi. Sense of Humour! 	<ul style="list-style-type: none"> vii. Knowledge of issues facing girls in a single-sex, high achieving environment viii. Interest in wider-life of the school

STAFF WELLBEING CHARTER

The Governors, Headteacher and SLT take the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

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|  <p>A dedicated Staff Wellbeing Committee which meets termly</p> |  <p>Complementary tea, coffee, sugar and milk in the staffroom</p> |  <p>Inclusive staff challenges to bring everyone together</p> |
|  <p>A buddy for new staff who join NGHS for their first year</p> |  <p>Counselling service free to all staff both in-house and externally</p> |  <p>Opportunities for career development always considered</p> |
|  <p>An annual flu jab for all staff available upon request each winter</p> |  <p>Greater PPA time than national and no mainstream cover</p> |  <p>Measured approach to lesson observation, drop-ins and good practice weeks</p> |
|  <p>Calendared wellbeing weeks with no evening meetings/events</p> |  <p>Childcare vouchers scheme for those who have children in regular day care</p> |  <p>Annually reviewed Workload Policy; designed by staff for staff to support reducing workload</p> |
|  <p>Deadlines well publicised and annual calendar consultation</p> |  <p>Staff social evening each term - let your hair down and relax</p> |  <p>Communications policy which protects time outside of school day</p> |
|  <p>No student or class data collected for data's sake</p> |  <p>A flexible and generous approach to family appointments, children's events, nativities, sports days etc.</p> |  <p>SLT Open Door Policy at all times including urgent email for non-school days</p> |
|  <p>Dedicated marking afternoon for all staff during internal exam week</p> |  <p>Complementary Christmas Dinner for all staff each year</p> |  <p>Cake, laughter & friendship in the staffroom</p> |
|  <p>Dedicated classroom wherever possible for all teaching staff</p> |  <p>Thank You Friday reward scheme for staff to share appreciation of colleagues</p> |  <p>A firm commitment to the current DFE Staff Wellbeing Charter</p> |



The level of pay will be determined according to experience. Candidates can apply for this role in an private invoiced capacity (with the candidate taking responsibility for their own tax/NI contributions) or as a salaried support-staff employee. **Please indicate how you would prefer to work and the hourly or day rate you would see fit to charge. In the first instance, please express your interest in the post by sending a CV and covering letter (addressed to Mr M J Scott, Headteacher) to jobs@nghs.org.uk no later than Tuesday 21 June at 9am.**

We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post or visits can be arranged. Email headteacher@nghs.org.uk to arrange. These can be in-person or online via Teams. Thank you for your application.