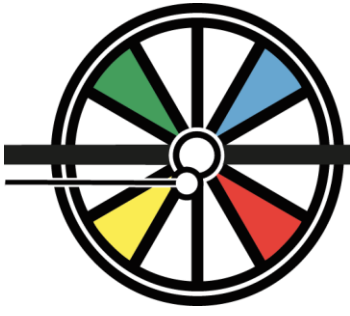




THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

Counselling Placement (voluntary) **Negotiable start date**

We are offering an exciting opportunity for a fully qualified or trainee counsellor to gain face to face clinical experience of working therapeutically with young people (aged 11-18 years) as part of their counselling placement.

The ideal candidate will work with 3 clients a week on a short term basis of 6-12 sessions, although this may be extended where needed. This is a voluntary, term time only placement. Placements will take place on a Monday or Wednesday.

Applications are welcomed from any therapeutic model, and the successful candidate(s) must be a member of the BACP or UKCP, working in accordance with their Ethical Framework. Further training will be provided regarding child protection and safeguarding, relevant school systems, confidentiality, GDPR and note taking.

Placement counsellors will be supported by the school's Therapist and Clinical Supervisor through regular meetings to discuss any concerns or difficulties as they arise. They will also provide free regular clinical supervision and will work with you to complete the necessary placement admin and feedback required for your training.

The ideal candidate will have already completed their first placement as part of their Diploma or will be enrolling on their L5-CYP. Alternatively, this may be a suitable first placement for a candidate who already has significant experience of working with young people aged 11-18.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you. To find out more about this position, please contact Jo Moloney on 01908 682 289 or go to www.radcliffeschool.org.uk/join-our-team-1 to apply via My New Term.

The deadline for applications is 9am on Friday 2 October 2026.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.



About The Radcliffe School

The Radcliffe School is an oversubscribed secondary school with a Sixth Form in Wolverton, which is one of the original industrial towns in Milton Keynes. Currently there are approximately 1200 students on roll which includes a Sixth Form of 150. We offer a broad curriculum providing access to both academic and practical based subjects delivered within specialist facilities.

Our School is at the centre of a vibrant and diverse community. We offer an enriched and varied curriculum, and we strive to create a safe learning environment by making sure that everybody is valued and cared for. At The Radcliffe School diversity, creativity and critical thinking are celebrated. We do this by challenging and supporting each other, being open and honest and sharing information to make the right decisions. Our aim is to further develop our happy and confident learning community by supporting students to build their skills around leadership, organisation, resilience, initiative and communication skills.

Counselling Placement

The well-being of staff and students is a key priority. We have a well-established pastoral system which provides excellent support to our students, and we work in partnership with external agencies to extend the support available to our learning community. The local NHS Mental Health Support Team Hub is also based onsite along with the School's Therapist and Clinical Supervisor.

We have several years' experience of providing a counselling placement, and we are proud of the excellent experience we have been able to provide our trainees and their young clients. We would like to continue to extend the Counselling service we provide for our students and widen the support available. In addition to counselling students aged 11-18, there may be opportunities to work with members of staff.

The role

The Radcliffe School will:

- Assess all students seeking counselling and allocate suitable clients to the Counsellor. The size of the Counsellor's caseload will depend on the availability of suitable clients and the Counsellor's capacity. Generally, the School will support the Counsellor in seeing 3 clients each week.
- Discuss new clients allocated to the Counsellor, ensuring that he/she feels happy to work with them, and that the work will be within their current competency level.
- Advise and support the Counsellor on School policies and procedures.
- Provide monthly, free clinical supervision to the Counsellor. Ad hoc, urgent supervision is available to all Counsellors in the event of an issue relating to clinical work. It is the Counsellor's responsibility to ensure they are meeting the BACP and course supervision requirements.
- Provide an induction and where necessary, CPD.



- Discuss progress with the Counsellor and complete reports required by the training provider or for professional accreditation purposes.
- Support the Counsellor's Placement for an initial 3 month probationary period with the aim that this will continue to at least one academic year.
- Review the counselling placement regularly to ensure that the needs of the Counsellor and those of the School are being met.
- Deal with any complaints promptly using established School procedures.
- Maintain overall client management through regular clinical supervision and line management.

The Counsellor will:

- Maintain membership of either BACP or UKCP and provide evidence of this e.g. BACP and abide by the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy, or the equivalent with a recognised governing body.
- Communicate with the School efficiently and effectively.
- Be a student counsellor actively engaged on a recognised training programme leading to full qualification, or a fully qualified counsellor engaging in further training/CPD. The diploma training programme should deliver 80% of the training in person. For post-qualification training courses, such as the L5-CYP, this is negotiable.
- Work on a voluntary basis, on the understanding that he/she will not receive any payment or expenses unless specifically agreed in advance with the School.
- Attend the placement induction, relevant CPD and clinical supervision meetings.
- Familiarise themselves with the School's policies, including those relating to Safeguarding and Child Protection.
- Commit to seeing 3 clients per week (where clients are available) or more, depending on their personal capacity to see more clients each week.
- Regular monthly clinical supervision will be provided onsite by the School's Clinical Supervisor. This will be free of charge and the type (1:1 or group) will be negotiable, depending on the number of trainee counsellors in placement.
- Maintain professional confidentiality.
- The duration of the client sessions will be 50 minutes.



- Be on probation for a period of 3 months.
- Always notify the School if it is thought that a client may be at serious risk to themselves or others.
- Consent to an enhanced DBS check, the cost of which will be covered by the School. Alternatively, provide a copy of a very recent enhanced DBS check or DBS Update Service credentials.
- If leaving the post, aim to give a minimum of one month's notice in order to fulfil clinical commitments to clients.
- The Counsellor will be covered by the School's professional indemnity insurance.

The school will undertake pre-placement checks which will include seeking two references. For trainee Counsellors, your Course Tutor will be asked to provide a reference, and for fully qualified Counsellors, your Clinical Supervisor will be asked.

For trainee Counsellors the School will require confirmation from your Course Tutor that you are fit to practise.



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.			
Qualifications	- Fully qualified counsellor or on a course leading to a recognised counselling qualification eg Level 4 Diploma. - Students will be completing diploma training courses where the largest teaching part (min. 80 %) is delivered in person. - For post-qualification courses, such as the L5-CYP, the amount of in-person training is negotiable. - Must hold BACP or UKCP membership. - Signed off by tutor as fit to practise.		Application form and interview
Experience	Previous experience of working as a counsellor in a school or with young people aged 11-18 is desirable but not essential.		Application form and interview
Skills	- Willingness to undertake induction and safeguarding training. - Secure knowledge of counselling theory. - Ability to relate well to children and adults. - Work constructively as part of a team.		Application letter and interview
Personal Attributes	- Ideally student counsellors will be in personal therapy during their placement. - A minimum of 1 year personal therapy to date. - Commitment to attending onsite clinical supervision. - Excellent interpersonal skills, commitment and enthusiasm. - Ability to ask for advice and support where necessary. - Dependability and sound organisational skills. - Good time management. - Administrative efficiency. - A good sense of humour.		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or j.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Applications can be made via My New Term (www.mynewterm.com). Note that CVs will not be accepted.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form.

Please submit your application prior to the closing date.

Disclosure and Barring

The Radcliffe School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.

Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for The Radcliffe School. A copy of the Child Protection and Safeguarding policy for The Radcliffe School is available on our website.

Please be aware that if you are applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted via My New Term. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.



Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

