



## THE BILLERICAY SCHOOL

<b>Job Title</b>	School Counsellor
<b>Grade/Salary</b>	Scale 8 Point 25 – 28 £20,118.95 - £21,631.72 per annum (actual salary including fringe allowance)
<b>Hours</b>	8.30am – 3.00pm, four days per week 24 hours per week Term time only (38 weeks)
<b>Starting Date</b>	Monday 13 April 2026
<b>Closing Date</b>	Monday 23 February @9.00am
<b>Interview Date</b>	w/c 9 March 2026
<b>Reporting To</b>	Assistant Headteacher

### Details

We are seeking a committed and experienced School Counsellor who will be responsible for providing a confidential counselling service to students in Years 7 to 13 through individual sessions. The ideal candidate will respond to students personal, social, emotional or educational concerns; and contribute to the whole school's SEND provision as required.

### Responsibilities

#### 1. Students

- To offer a confidential counselling service for students who are referred via Head of Year, responding appropriately to their issues
- To promote a caring and supportive environment where concerns can be explored.
- To develop and use a range of solution focused interventions to support the students.
- To work closely with the Pastoral Teams to ensure the wellbeing of students, sharing information as appropriate as well as guidance and support where necessary.
- To ensure good communication with the DSL and DDSL in relation to students at risk

#### 2. Administration

- To keep clear and concise records of all sessions, which will remain confidential unless there is a safeguarding concern.
- To manage initial assessment and consent paperwork.
- To provide a termly evaluation report for Governors via DH Pastoral around the work being done with students and the impact



## THE BILLERICAY SCHOOL

### 3. General

- To work within the codes of practice and ethics recommended by the BACP, UKCP or equivalent professional organisation.
- To be aware of, and comply with, policies and procedures relating to safeguarding and child protection, health and safety, confidentiality and data protection reporting all concerns to the appropriate person
- To attend and participate in relevant meetings as required
- To participate in training and performance development as required
- To provide information on the counselling service and the role of the counsellor to parents and carers
- Monitor the case load and progress of our Volunteer Trainee Counsellors.

**The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**

---

### About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

---

### How to apply

If you have any questions, please do not hesitate to contact Miss M Sturley at [msturley@billericayschool.com](mailto:msturley@billericayschool.com)

We look forward to hearing from you.



## THE BILLERICAY SCHOOL

### Person Specification

Category	Essential
Application	<ul style="list-style-type: none"> <li>Well completed application form</li> <li>Minimum of two supportive references</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>A member of a professional organisation i.e., BACP, UKCP registration or BPC</li> <li>Further therapeutic training or qualification in working with children and young people</li> <li>Level 4 Diploma in Counselling</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum of 150 hours experience of working with children and young people</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent interpersonal skills to communicate effectively at all levels.</li> <li>Good written and verbal communication skills.</li> <li>Ability to work independently on own initiative to plan and evaluate, managing a varied caseload and an ability to work under pressure.</li> <li>Positive communication and listening skills.</li> <li>Work well both individually and as part of a team to make a difference.</li> <li>Patience, tolerance and sensitivity.</li> <li>A mature and non-judgemental outlook.</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>An understanding of the developmental, emotional, social and educational issues of young people.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.</li> <li>Knowledge of local mental health and CAMHS Service.</li> <li>Knowledge of the Children's Act and legislation pertaining to children, including Keeping Children Safe in Education.</li> </ul>
Category	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Post-graduate Diploma, Level 5 Diploma or Masters level in Counselling or Psychotherapy</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Willingness to undergo training as required</li> </ul>