

PINNER

HIGH SCHOOL



SCHOOL COUNSELLOR

CANDIDATE INFORMATION PACK

Inspiring Learning



Shortlisted
Secondary school of the year



INVESTORS IN PEOPLE™
We invest in wellbeing Gold



Letter from the Headteacher

Dear Applicant

Thank you for considering the opportunity to join the exceptional team at Pinner High School. As Headteacher, it is my privilege to lead a school where ambition, opportunity, and success converge in a vibrant and inclusive community. Guided by our motto, **'Inspiring Learning,'** we are committed to equipping our students with the knowledge, skills, and experiences they need to reach their full potential and excel in a rapidly evolving world.

As a prospective member of staff, you will become part of a talented and dedicated team of professionals united by a shared passion for educational excellence. At Pinner High School, we place a strong emphasis on staff well-being and professional growth, fostering a culture where every individual feels valued, supported, and empowered to succeed. With personalised professional development opportunities, a collaborative ethos, and encouragement for innovation in teaching practices, we aim to support you in thriving both personally and professionally.

We are proud to be a relatively small, community-oriented school that cultivates close relationships within our team and with the families we serve. At Pinner High School, we care deeply about our staff, treating everyone with respect, kindness, and professionalism. Our goal is to create an environment where you can enjoy your work, build lasting friendships with colleagues, and embrace a "work smarter, not harder" approach to ensure a sustainable and fulfilling career.

Lifelong learning is central to our ethos—not only for our students but also for every member of our team. We believe in continually refining skills, developing leadership potential, and finding joy in the most rewarding aspects of education. Whether through the relationships we build, the trips we lead, or the successes we celebrate, these moments define the meaningful and enjoyable experience of working at Pinner High School.

If you would like to join our school please complete your application via mynewterm.com

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Headteacher

School Counsellor

Reports to: Deputy Headteacher
Start date: September 2026
Salary: H9, P29, £42,768 FTE, pro-rata 1 day £7, 425 or 2 days £14,850
Contract: Part-time, permanent
Working Pattern: 1 or 2 days, flexibility on days but 1 should preferably be a Friday

We encourage you to read our website carefully and familiarise yourself with our prospectus and this candidate information pack.

Since opening in 2016, Pinner High School has grown into a thriving community, with 900 students in Years 7 to 11 and a flourishing Sixth Form. Graded 'Outstanding' by Ofsted, we are proud of our consistently high academic standards, reflected in excellent exam results year after year.

However, at Pinner High School, success extends far beyond academics. We are dedicated to developing well-rounded, compassionate, and critical thinkers who engage with the world with curiosity and confidence. We actively encourage our students to ask questions, explore ideas, and challenge perspectives—practices that deepen their understanding, spark creativity, and ignite a lifelong love of learning.

Our core values—kindness, respect, integrity, and perseverance—are woven into every aspect of school life. These values guide our decisions, shape our relationships, and create a supportive and inclusive culture where students, staff, and the wider community feel valued. By blending academic excellence with character development, we empower our students to thrive as thoughtful, resilient, and engaged individuals, ready to make a positive impact on the world.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

INTRODUCTION

A fantastic opportunity has arisen for a School Counsellor to work in our school.

This post is designed to work with the Inclusion Team in order to provide a high quality counselling service to students experiencing a wide range of emotional problems. The successful applicant would also be expected to provide a level of support, guidance and advice to parents, carers and the school.

You will be asked to observe confidentiality, to contribute to the safeguarding and promotion of welfare of the students and to support the school's endeavour to provide excellent teaching and learning for all students. The successful candidate will be assigned to work with students throughout the school and expected to liaise with members of the Inclusion Team in order to maintain an effective point of communication.

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the postholder.

While this post is expected to be based predominately at Pinner High School it may involve work with and at all schools within the Trust as the Trust develops.

KEY RESPONSIBILITIES

- To attend at the school to hold counselling sessions with referred students – these students will include students at risk of exclusion, students with behavioural difficulties and those in need of anger management support;
- To offer therapeutic work with children and parents, where this type of intervention is likely to be optimally effective;
- To maintain a caseload and keep clinical-related records in a secure location;
- To share all relevant information with the line manager in line with BACP (British Association for Counselling and Psychotherapy) confidentiality guidance;
- To share all Child Protection concerns with the designated Child Protection Officer;
- To take part in any group intervention sessions deemed desirable, or make necessary referrals to external agencies when indicated, working collaboratively with other agencies and healthcare professionals;
- To meet on a monthly basis with a designated supervisor to discuss current caseload and gain advice and guidance;
- To have an understanding of and ability to work with children from different cultures;
- To work with key staff in relation to the emotional well-being of students;
- Contribute to the overall ethos/work/aims of the school;

- To be aware of and abide by relevant school policies including Child Protection, Behaviour, Special Educational Needs, Safe Working Practice for the Protection of Children and Staff in Education, Data Protection and the school's Code of Conduct and reporting all concerns to the Headteacher and/or the Designated Safeguarding Lead;
- To endorse, uphold and promote the school's Equal Opportunity Policy;
- Excellent time management skills.

ADMINISTRATION

- To keep clear and concise records of all sessions, which will remain confidential unless there is a safeguarding concern;
- To provide reports as appropriate to support student meetings and EHCN assessment requests;
- To write referrals where needed to appropriate external agencies;
- To provide a brief termly report around the work being done with students and staff and the impact

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 support the ethos of the school;
- 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 students, staff and parents.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves

- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development
- Employee Assistance Programme
- Contributory pension scheme
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Onsite parking
- Gym access
- Brand new facilities
- Free eye care voucher
- Salary sacrifice scheme for Cycle to work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All post holders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post

If Pinner High School sounds like it is right for you:

- Visit our school website recruitment page and select apply for the relevant position; you will be redirected to www.mynewterm and invited to create a profile. All applications are via this portal, CVs are not accepted.

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769. *The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	How Identified
Diploma level (or equivalent) qualification in counselling, which has been accredited or is eligible to be accredited by a recognised professional body (BACP, BPS, UKCP or similar)	Yes	Application
Member of BACP or equivalent	Yes	Application

Additional Training or experience in working with young people	Yes	Application
Good Literacy and numeracy – GCSE Maths and English or Equivalent	Yes	Application
Experience	Essential	How Identified
Experience of working with clients or young people presenting with mild to moderate psychological difficulties.	Yes	Application Interview
Awareness of presentation of psychiatric difficulties	Yes	Application Interview
Ability to organise own clinical/administrative duties	Yes	Application Interview
Ability to work within a context of evidence-based counselling, performance evaluation and monitoring	Yes	Application Interview
Ability to monitor own competency and limitations and the ability to seek appropriate advice at an early stage	Yes	Application Interview
Experience of working with confidential matters	Yes	Application Interview
Ability to work as part of a team	Yes	Application Interview
Able to lead and motivate a team and work effectively within it	Yes	Application Interview
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes	Application Interview
Accept the need for continuing development and training	Yes	Application Interview
An interest in education and working within an educational environment	Yes	Application Interview
Knowledge, Skills and Abilities	Essential	How Identified
Knowledge and awareness of the issues relevant to working within an educational and learning context	Yes	Application Interview
Ability to work to a system of processes and procedures, recording and providing information accurately and promptly when required	Yes	Application Interview
Ability to organise own clinical/administrative duties	Yes	Reference Interview

Ability to work within a context of evidence-based counselling, performance evaluation and monitoring	Yes	Reference Interview
Awareness of presentation of psychiatric difficulties	Yes	Application Reference Interview
Awareness of the role of CAMHS Teams, Voluntary Agencies etc.	Yes	Application Interview
Ability to monitor own competency and limitations and the ability to seek appropriate advice at an early stage.	Yes	Reference Interview
Good working knowledge of Email and Office applications, eg Word, Excel, PowerPoint	Yes	Reference Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes	Reference Interview
Excellent communication & interpersonal skills	Yes	Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes	Reference Interview
Ability to use initiative and work independently	Yes	Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes	Reference Interview
Ability to plan and prioritise own workload and manage conflicting demands, with minimum supervision	Yes	Reference Interview
Ability to use discretion and diplomacy	Yes	Reference Interview
Excellent Numeracy and Literacy Skills	Yes	Reference Interview
Ability to be highly productive, work under pressure and meet deadlines	Yes	Reference Interview

Knowledge of the Children Act and education legislation	Yes	Reference Interview
Other Requirements	Essential	How Identified
Enthusiasm, energy and commitment	Yes	Reference Interview
High expectations of all young people, respect for their social, cultural, religious and ethnic background, and a commitment to raising the achievement and self-esteem of all young people	Yes	Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes	Application Interview
Evidence of ongoing CPD: A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes	Application Interview
Evidence of working collaboratively in a team	Yes	Application Interview
Self-motivation and a sense of initiative	Yes	Interview
An open and transparent work ethic	Yes	Interview
A flexible and 'can do' attitude	Yes	Interview
Involvement in departmental development	Yes	Reference Interview
A willingness to get involved in extracurricular activity	Yes	Application Interview
A willingness to share in and promote the school's educational vision	Yes	Interview