

St Helen's School

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Prep Counsellor – Job Description



Prep Counsellor

The Purpose

Working as part of the Pastoral Team the postholder will provide a professional personal counselling service to pupils aged 3–11 years, promoting their emotional wellbeing and their resilience to help them cope with the emotional difficulties they face. The service is known as the School's Wellbeing Service.

The Post

HOURS: One day a week, 8:30am – 16:30pm, Term time only.

SALARY: £36,545.00 FTE

The role will report to: Deputy Head – Head of Prep

Key Responsibilities

- Provide personal counselling and support to assist pupils with the management of emotional difficulties
- Provide a welcome first point of contact for pupils, clarify the role of counselling in the School context, assess the pupil's needs and agree the counselling service to be provided or refer where appropriate to external agencies after discussion with the DSL
- To establish a relationship of confidentiality, trust and respect with pupils
- Encourage pupils to talk about issues they feel they cannot normally share with others
- Actively listen to pupils' concerns and empathise with their position
- Accept without bias the issues raised by pupils
- Help pupils towards a deeper understanding of their concerns
- Challenge any inconsistencies in what pupils say or do
- Help pupils to make decisions and choices regarding strategies they can use and possible ways forward
- Refer pupils and their parents/carers to other sources of help, as appropriate
- Liaise with parents/carers to seek permission for counselling and provide updates as appropriate, whilst respecting a level of pupil confidentiality
- Deliver small group counselling sessions where requested and appropriate
- Devise and deliver training sessions for pupils and staff as directed
- Promote the School's Wellbeing Service by attending introductory assemblies
- Attend supervision and complete relevant statutory, compliance and developmental training courses
- Actively engage and comply with the School's Child Protection and Safeguarding Policy
- Be responsible for keeping accurate and confidential records
- Report to the Deputy Head - Head of Prep on numbers using the service and give a general overview of type of problems pupils are presenting, with statistics as appropriate
- Liaise with the school's safeguarding team and with the pastoral management team
- Refer child protection concerns to the DSL and support the DSL as required
- Attend regular update meetings with the DSL and/or Deputy Head – Head of Prep
- Provide counselling sessions for members of staff and a safe space for pastoral leaders to talk where sessions are not needed for pupils and where requested by the DSL
- To perform duties within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation
- To undertake other reasonable duties which are commensurate with the salary and job title



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General Duties

- Follow responsibilities as defined in the school's Health & Safety Policy
- Support and promote the school's ethos, aims and objectives

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- BACP/UKCP or NCPS accredited qualification or equivalent in counselling (minimum level 3 certificate)
- BACP/UKCP or NCPS membership (full or student)
- Understand the duties within the codes of practice and ethics recommended by the BACP/UKCP or NCPS
- Experience of working with pupils aged 3-11

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Previous experience of working in a school environment
- Empathetic, non-judgemental and emotionally resilient

APPLICATION PROCESS

- Closing date: 11:00pm Sunday 21 June 2026
- Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
- Due to the volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

