



**MALMESBURY SCHOOL**

*Happy, caring, excellent*



# COUNSELLOR





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

A handwritten signature in black ink, appearing to read 'Matthew Evans'.

Matthew Evans

**Chief Executive Officer**

The Athelstan Trust





Dear Colleague,

Thank you for your interest in working with us at Malmesbury School. It is a wonderful opportunity for an ambitious and talented individual to join a forward thinking and invocative school with exceptionally high levels of achievement, behaviour and performance.

At Malmesbury we endeavour to ensure our school is a Happy, Caring and Excellent environment in which all students can thrive. We are proud to be a truly comprehensive school, and our provision matches the needs of our truly comprehensive and rural in-take.

As you visit the school, walk the corridors and speak to our staff and students, you will see our mantra embodied in everything we do, including our recruitment process. We are recognised regionally for our superb outcomes for students with significantly positive Progress 8 year-on-year. We are also proud of the development the students make personally during their time with us, the destinations of our leavers and the numbers attaining exceptionally well after leaving Malmesbury in Higher Education.

Our offer goes beyond the classroom and we are proud of our extensive extra-curricular offer, whether that be our exchanges and foreign links with Denmark and South Africa or vast range of clubs and societies. We believe strongly in developing all our students culturally and exposing them to range of opportunities that best prepare them for being Happy, Caring and Excellent adults.

This letter provides a flavour of Malmesbury School. There is much more to see on our website and if you would like any further information/clarification then please contact Lisa Bailey, our HR officer, [lbailey@malmesbury.wilts.sch.uk](mailto:lbailey@malmesbury.wilts.sch.uk) who will be only too happy to help.

I look forward very much to hearing from you and wish you the very best of luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "B Jouny".

Mr Brett Jouny  
Headteacher





## **Our Philosophy as an Employer**

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

## **Why work for us?**

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





## Counsellor

- Start date:** 1<sup>st</sup> September 2026
- Salary:** NJC scale points 21-24 (£33,143 - £35,412 ) FTE salary. Actual salary based on 13 hours per week £9,971.46 - £10,654.42)
- Contract:** Permanent, part time, term time only (39 hours per week). Approx 13 hours per week.
- Location:** Malmesbury School
- Closing date:** 19<sup>th</sup> June 2026

**NB: Should a suitable applicant be found then the vacancy may be closed to applications ahead of the advertised closing date.**

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 700 people and educate 5000 pupils and plan to expand further over the coming years.

At Malmesbury School our vision is to be a Happy, Caring and Excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area. We are proud to have been judged outstanding in all areas of Ofsted in our inspections in 2012 and 2024.

We are looking for a full time School Counsellor to join our caring, collaborative and supportive team. Counsellors within a school environment provide students with a safe, supportive and reflective space in which to explore the broad spectrum of feelings and emotions that naturally arise during the challenging period of adolescence. The Counsellor plays a crucial role in helping a young person navigate, understand and learn from their experiences, enabling them to develop a healthy and robust sense of self, whilst also aiding them in building a range of positive coping strategies- both practically and emotionally. The counselling service is also available to any member of staff who feels they may benefit from counselling sessions.

**The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.**

We are a flexible working employer and we are willing to make any reasonable adjustments you require during your interview so please ask us.





### **Counsellor - Job description**

Coping strategies cultivated in adolescence not only help young people overcome challenges at that time but also form part of their emotional education - if they learn how to understand and 'translate' the language of their own emotions as young people, they are much better placed to maintain a good level of mental-health as they continue on their journey into adulthood.

The Counsellors offering of warmth, acceptance, respect and empathy, within clearly agreed confidentiality and safeguarding boundaries, is integral to the positive experience of the young person. It enables the student to make their own choices and develop self-awareness within the framework of an agreed counselling contract.

The counselling service is also available to any member of staff who feels they may benefit from counselling sessions.

### **Typical work activities**

The work is varied, and workloads often fluctuate from one week to the next, but the following activities are typically included:

- establishing a relationship of trust and respect with clients (students and staff);
- agreeing a counselling contract to determine what will be covered in sessions (including confidentiality issues);
- encouraging clients to talk about issues they feel they cannot normally share with others;
- actively listening to clients concerns and empathising with their position;
- helping clients appreciate a deeper understanding of their concerns;
- referring clients to other sources of help, as appropriate;
- attending supervision and training courses;
- liaising, as necessary, with other agencies and individuals to help make changes based on the issues raised by clients;
- maintaining confidential records.
- Share child protection concerns with designated safeguarding leads.

There may also be a requirement to undertake group as well as individual therapy on occasions, i.e. self-esteem group work sessions with the more vulnerable students.

You will need to show:

- professionalism
- a non-judgemental outlook and a willingness to work with all kinds of people;
- excellent observation and listening skills;
- patience, tolerance and sensitivity;
- a belief that all clients are able to make positive changes;
- a full understanding of requirements around safeguarding and confidentiality when working with young people and adults;





This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

**We are looking for candidates who have:**

- a relevant recognised Counselling or Psychotherapy Diploma/Degree- ideally having also completed a Post Grad diploma specifically related to working therapeutically with Young People
- a minimum of two years post qualification experience
- a professional, kind and calm manner
- a secure understanding of the developmental, emotional, social and educational issues faced by children and young people
- strong interpersonal skills
- an ability to work sensitively with others to build effective professional relationships
- a deep knowledge of therapeutic approaches that work with children and adolescents
- previous experience of supporting Young People therapeutically
- experience of providing both short and longer-term counselling
- a commitment to ongoing professional development
- an understanding of, and sensitivity to, the school ethos
- a valid registration/membership with a relevant professional body such as BACP/UKCP
- accreditation with a professional body such as BACP, UKCP, BPS or be working towards accreditation.





School Counsellor

Person Specification

Qualifications	Essential	Desirable
Minimum 5 GCSE's (A*-C) or equivalent, including English and Mathematics	✓	
Evidence of Continued Professional Development		✓
Educated to degree level		✓
Experience		
Experience working in similar role	✓	
Demonstrable previous responsibility for the planning, organisation and co-ordination of a number of time-critical processes		✓
Experience of working in a senior administrative position ideally in an educational environment (and in a larger educational establishment)		✓
Knowledge, Skills and Abilities		
Excellent interpersonal and communication skills with a very high standard of written and spoken English	✓	
Proficient in MS Office (MS word, MS Excel and MS Outlook)	✓	
Excellent organisational skills and knowledge of office systems and procedures	✓	
Ability to use initiative and successfully work independently	✓	
Ability to work effectively with others as part of a professional team	✓	
Attention to detail and problem-solving skills	✓	
Ability to deal with sensitive matters professionally and confidentially	✓	
High level of accuracy and attention to detail	✓	
Personal Attributes		
A calm, flexible, confidential person who can inspire confidence	✓	
Flexible around the evolution of the role	✓	

