



DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY



Lead Student Counsellor Candidate Pack

Lead Student Counsellor

Salary/Grade:	NJC SO1 point 21 £37,134 pa pro rata
Hours Per Week:	28 hours 4 days (negotiable at interview)
Weeks Per Year:	38 termtime only
Location:	Darrick Wood School
Contract Type:	Permanent

We are looking for a qualified counsellor to lead our professional and confidential counselling service to students. The ideal candidate will be registered with a recognised professional body, such as the British Association for Counselling and Psychotherapy (BACP).

They will have experience working with young people within a school setting and demonstrate a strong commitment to promoting safe working practices and safeguarding. The successful candidate will consistently display a positive, calm, and approachable manner when working with both young people and adults. They will possess excellent emotional self-management skills, enabling them to remain professional and effective in challenging situations.

They will be able to build positive, trusting relationships with young people and work in accordance with relevant professional and ethical standards. In addition, they will demonstrate a clear understanding of, and commitment to, implementing agreed school policies and procedures.

Darrick Wood is an oversubscribed and successful 11-18 ten form entry mixed comprehensive academy, housed in modern buildings on an attractive site. The School consistently achieves excellent results and was judged to be 'good' in all areas in its OFSTED inspection in May 2024. The School was awarded the World Class Schools Quality Mark in 2015 and again in 2018 and 2021. The School provides excellent opportunities for career development and a full support programme for all new staff. All staff have access to sports facilities, and a private employee assistance programme.

Darrick Wood School is an equal opportunities employer and welcomes applications from all suitably qualified candidates. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected.

Closing Date: midday Thursday 16th July 2026
Interviews will be held week commencing Monday 20th July 2026.

Darrick Wood School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Welcome from the Head Teacher



Thank you for your interest in joining Darrick Wood. I hope that this information pack will help you to learn more about the role, our school and our students.

You are joining a school which has much to celebrate. We are proud of our many successes and in particular the achievements of our students. We are continually striving to build on these and adapt to best suit the needs of our current students. To do this well requires staff working together to contribute to a community where people come first and where we all live by the values of this school - Respect, Responsibility and Honesty. I am proud to be Head Teacher of this inclusive, mixed comprehensive school, one which is highly ambitious about the potential of every individual who works or learns here. We will always work

hard to do our best for our students and to support each other, but we should also come to school enjoying what we do, knowing that our role, whatever it is in school, makes a positive difference to others.

Dr M J Airey, Head Teacher

About Darrick Wood School

We provide the highest quality inclusive education founded on our three Core Values of Respect, Responsibility and Honesty, and our Vision for Learning which promotes achievement for all. Our overall approach is underpinned by our motto, *Revereor Vitam* – to have a reverence, or respect for life.

Our curriculum is designed so that in Key Stage 3 (Years 7 to 9) students study the full range of National Curriculum subjects. In Key Stage 4 (Years 10 and 11), most students study the English Baccalaureate group of subjects (English, Mathematics, History or Geography, at least two sciences and a language). Students also select from a vast range of other subjects ensuring that the curriculum followed is as broad and balanced as possible. In our very popular Sixth Form, the range of subjects broadens further still.

Throughout all years, we emphasise not only the development of knowledge and understanding, but also what we refer to as the DWS Life Learning Skills. An education at Darrick Wood aims to ensure that all students leave with the knowledge, skills and qualifications to make positive contributions to the communities in which they live and the wider world around them. This is supported by our extensive extra-curricular offer which allows students to develop and grow holistically. There is a strong pastoral care system, with ten Forms per year group and each year group led by an Achievement Coordinator and an Assistant Achievement Coordinator. These teams work alongside experienced non-teaching members of staff to ensure all students are supported to achieve their best.

We have amazing, well cared for facilities, our students demonstrate excellent behaviour and positive attitudes towards each other and their learning. Our staff are highly qualified and experienced and have access to our School fitness suite as well our EV Charging facilities in the staff car park and Health Assured membership. If you believe in comprehensive education at its very best, you will enjoy being part of our school community.

What do staff say about working at Darrick Wood?

“Staff work as a team to pull together within departments/faculties”

“Feel part of a family – work as a great team”

“The relationships I have with the pupils and the respect they show me as somebody who only wants the best for them”

“The variety of opportunities provided to our students. The vast majority of our students are a pleasure to teach and have interactions with on a daily basis”

“Each day is different, with new challenges. I enjoy engaging with students and staff alike”

“The kindness of the staff; I feel listened to and valued; wide variety of activities clubs for the children to participate in; opportunities to go on trips”

“Even on challenging days, there is always someone to go to. It makes sense why people stay working here for long services”

“My colleagues and department and the dedication and support they consistently provide. Seeing pupils develop and my relationship with them. The dedication of some of our pupils to their learning and extra-curricular”

Lead Student Counsellor

Purpose of the Role

The Lead Student Counsellor will not only provide confidential counselling and emotional support to students, helping them overcome personal, emotional, and mental health challenges that may impact their wellbeing and educational progress. They are also responsible for the management of the referral process intake and triage process according to risk. The postholder will work collaboratively with staff, parents, safeguarding teams, and external agencies to ensure students receive appropriate and effective support.

General Responsibilities

- Intake school counselling referrals and allocate them on the waiting list according to risk.
- Management of clients lists and waiting list. Triage referrals and allocation according to client risk and need.
- Report on any department data requested by the safeguarding team.
- Ensure communication with the wider school around referral intake, cut offs and capacity challenges.
- Suggest process changes when required, ensuring efficiency and access to counselling.
- Interviewing and hiring volunteers as and when required. Managing the volunteers ensuring they feel supported and held within the agency along supervision.
- Provide counselling and emotional support to students referred by Achievement Coordinators (ACs).
- Advise Achievement Coordinators on appropriate support pathways when a student's needs fall outside the scope of school counselling services.
- Work collaboratively with internal departments, including ELSA and SEN teams, to ensure coordinated support and avoid duplication of interventions.
- Attend safeguarding, child concern, and other student-focused meetings alongside safeguarding staff and Achievement Coordinators.
- Liaise with relevant school staff, including medical teams, Key Stage hubs, and tutors, regarding safeguarding and student welfare concerns.

Lead Student Counsellor

- Support staff in making referrals to external agencies where specialist or additional support is required.
- Maintain professional relationships with external organisations to facilitate effective referrals and ongoing support for students. This includes liaising with the onsite member of staff from the Bromley Y Mental Health Support Team.

Key Duties

Student Counselling and Support

- Assess referrals and arrange counselling appointments, taking account of students' academic timetables.
- Provide one-to-one counselling for a range of issues, including:
 - Anxiety
 - Depression
 - Stress
 - Bereavement and loss
 - Anger management difficulties
 - Attachment issues and disorders
 - Self-harm
 - Suicidal ideation
 - Trauma
 - Phobias
 - Friendship and relationship difficulties
 - Eating disorders (referring on)
- Maintain confidentiality in all counselling matters, in accordance with professional and school policies.
- Report and record any immediate safeguarding concerns promptly on CPOMs and to a member of the safeguarding team.
- Carry out risk assessments, check in sessions and/or safety plans for students on external waiting lists.

Lead Student Counsellor

Multi-Agency Working and Referrals

- Develop and maintain effective partnerships with external agencies to support student wellbeing.
- Attend meetings with external professionals to support referrals and ensure coordinated care.
- Participate in local mental health network meetings to remain informed of current services and best practice.
- Meet regularly with organisations such as Bromley Y to coordinate referrals and prevent duplication of support.
- Research and identify appropriate onward referral pathways based on individual student needs.
- Facilitate and support referrals to external counselling and specialist services where appropriate.

Record Keeping and Monitoring

- Maintain accurate and confidential records of counselling sessions, including attendance and missed appointments.
- Document relevant case notes and intervention outcomes.
- Provide updates to Achievement Coordinators and relevant staff, where appropriate, regarding student progress and waiting list information.
- Monitor, evaluate, and report on the effectiveness and impact of counselling interventions.
- Produce reports and data as required to support service evaluation and development.

Professional Standards

- Attend regular clinical supervision sessions in accordance with BACP requirements.
- Maintain current membership with the British Association for Counselling and Psychotherapy (BACP) and work within its Ethical Framework.
- Hold and maintain an enhanced DBS certificate.
- Engage in ongoing professional development to maintain and enhance professional competence.
- Professional Insurance: Applicants must hold and maintain their own current professional indemnity and public liability insurance throughout their employment.

Lead Student Counsellor

Additional Duties

- Undertake any other reasonable duties consistent with the nature and responsibilities of the post.

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the School(s) and broader Trust.

Impact Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be sought, and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

Person Specification: Lead Student Counsellor

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Registered member of a recognised professional body Holds a recognised qualification in counselling or therapy 	<ul style="list-style-type: none"> Qualification in supervision Experience of working in an educational environment Experience of working with young people
Skills	<ul style="list-style-type: none"> Use own initiative, work independently, motivate and inspire Excellent communication skills Knowledge of local mental health and external services Understanding of the developmental, emotional, social and educational issues of young people Ability to liaise with different stakeholders 	<ul style="list-style-type: none"> Strong working knowledge of school-based systems
Attributes	<ul style="list-style-type: none"> Ability to work calmly under pressure and to adapt effectively to changing situations Maintaining confidentiality at all times Pro-active in reporting safeguarding concerns High level of integrity Ability to lead a team Understanding of relevant policies, codes of practice and legislation 	

Application Procedure

- 1) Carefully read all the information about this post.
- 2) Complete the application form as fully as possible. You must use the application link found on our website.
- 3) In section 'statement in support of your application' please tell us:
 - why are you applying for this post
 - how your experience, skills, training and/or qualifications equip you for this position and specially how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If successful, you will receive an email inviting you to attend an interview.
- 3) Candidates called to an interview will:
 - Be given a tour of the school.
 - Have an opportunity to meet with members of the department.
 - May be expected to complete a task/exercise
 - Have a formal interview with members of the Senior Leadership Team.

Pre-Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Head Teacher and line manager. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications.

3. Provide proof of eligibility to work in the UK
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To view Privacy Notice for Staff Applicants, [**Click here**](#)