



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:
Counsellor



PROUD TO BE
Aletheia
Academies Trust



HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.

ABOUT KNOLE ACADEMY



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group. Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	School Counsellor
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	18.5 hours per week Mon + Tues 8:00 am to 4:00 pm, Wed 8:00 – 12:30 pm 38 weeks Term Time plus SENCO
Reporting to	SENCO
Salary	£14,496 - £15,801 per annum
Pension	Local Government Pension Scheme



About the Role

As a new member of our busy Counselling team, we require a self-motivated and qualified person to offer counselling support to our students.

The role includes:

SUPPORT TO PUPILS AND CLASSROOMS:

-  To triage all referrals to ensure appropriate support is given
-  To provide a high quality counselling service to students requiring emotional and mental health support and guidance
-  To provide appropriate support support on a 1:1 basis
-  To offer supervision to staff if required
-  To provide support, guidance, advice and signposting of relevant information and support to parents, carers and the academy
-  To liaise with the Designated Safeguarding Lead and Pastoral Leaders where appropriate and pass on safeguarding concerns
-  To support the Pastoral Leaders in promoting health and wellbeing across the school
-  To liaise with external agencies to facilitate relevant support
-  To carry out other duties as may be deemed reasonable by the Line Manager

KEY RESPONSIBILITIES



- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

The academy has a good reputation for passionate and engaging teaching, provision of good pastoral care with high aspirations for all our students.

We would love to hear from you if:

- Want to work in a friendly and supportive environment
- Are committed to enabling every student achieve their very best
- Are creative and inspirational
- A good/outstanding classroom practitioner with a commitment to personal development

Why work for Aletheia Academies Trust? Some of our Trust benefits include:

- Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment options and mentorship opportunities
- Unlimited access for you and your family to 24/7 GP telephone consultations.
- Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- Free access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions





Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
HLTA qualification or working towards one
Experience of working in a learning support/educational environment

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Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of Arbor (MIS)
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@aletheiatrusted.org.uk

01732 749 774

Closing Date:

Monday 21 September 2026: 9:00 am

Interview Date: Monday 28 September

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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