



Queen's College, London

Established 1848

School Counsellor (maternity cover)

Reporting to: Deputy Head (Pastoral)

The Role

The role of the School Counsellor is to provide one-to-one support to pupils as referred by the pastoral team or through self-referral, to maintain appropriate secure records and to provide consultation to the Designated Safeguarding Lead (DSL). Within the framework of the school's child protection policies, the School Counsellor will liaise with the pastoral team, including Heads of Year, and network with external agencies as required.

Responsibilities

- Collaborate with the pastoral leaders and School Nurse to evaluate the needs of referred students and determine the correct level of support that is required for each one.
- Manage a caseload of students who require confidential one-to-one counselling, ensuring that support is provided in a timely manner.
- Identify next steps for students for whom the school has supported and who require further support.
- Maintain accurate and detailed records of work undertaken with each student.
- Build positive relationships with the parents of students who are receiving support in cases where that is required.
- Be a visible and known member of the staff community to students across the school such that they are aware of the support available.
- Support the work of pastoral teams.
- Proactively support the pastoral programme through the delivery of assemblies that address issues related to well-being, emotional resilience and self-confidence, among other agreed topics.
- Lead the Peer Mentoring programme – train Peer Mentors, run pairing sessions and organise review meetings.
- Be a source of informal support, and provide formalised training, for teaching and non-teaching staff who are, in turn, providing support to students.
- Contribute to pastoral daily operations by ensuring that all students requiring support are dealt with professionally and are able to return to lessons, if appropriate,

following an evaluation of their needs.

- Support the school's initiatives to promote the well-being, health, pastoral care and personal development of pupils.
- Attend and participate in induction day events.
- Undertake other reasonable duties that are commensurate with the post, as required by the Deputy Head (Pastoral).
- Attend weekly Heads of Section pastoral meeting which is run by the DSL team.
- Support the teaching of two Thrive Curriculum lessons once a fortnight for one Year 7 class (on kindness) and one Year 8 class (on life skills). A qualified teacher will lead this lesson; however, you will be present in a supportive manner.

Person Specification

The person appointed is highly likely to have the following qualifications and attributes:

- Recognised qualification in child & adolescent counselling or psychotherapy.
- Accreditation with a relevant professional body (i.e. BACP/UKCP).
- Evidence of a commitment to your own continuing personal and professional development, including ensuring that, as a counsellor, you access regular supervision as required.
- Experience of working in an educational setting.
- Experience of safeguarding and child protection.
- Understanding of the importance of professional boundaries as well as limitations to confidentiality.
- An ability to work independently, deal with a wide and varied workload, and prioritise accordingly.
- Excellent verbal and written communication skills.
- An understanding of how to work effectively with young people, colleagues and parents within a school setting.
- The ability to display patience, tolerance and sensitivity and demonstrate a commitment to equality, diversity.
- and inclusion.
- A warm, empathetic and approachable character.
- An understanding of working with young people with neurodiversity.
- An understanding of working in a multi-cultural setting.
- An understanding of working in an academically selective environment.
- Experience of making (or contributing to) referrals to external agencies.

Other Duties

- Attend training sessions, as required.
- Undertake other reasonable duties that are commensurate with the post, as required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's.
- Take an active role in the development and implementation of school policies and in the whole life of the school.
- Ensure that there are equal opportunities for all.
- Adhere to school policies and procedures.
- Be fully committed to safeguarding and promoting the welfare of children.

Terms and Conditions

- Fixed term for one year (maternity cover)
- Full-time, term time only
- Start date: September 2026
- Normal working hours – 0830 to 1630 Monday to Friday with a 30-minute lunch break
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.