

School Counsellor



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**We believe in
ourselves.
We believe in each
other.**

Welcome from the Chief Executive Officer



Dear Candidate,

I am delighted that you are interested in joining our growing Welfare service team, an integral part of Folio Education Trust.

Our Multi Academy Trust (MAT) has two secondary and two primary schools, and currently supports approximately 2500 students and 250 staff. In the next five years, we intend to double the current numbers. Our Education Welfare and Family Support Officer will be a key professional within our team, supporting our students and potentially broadening the reach of our shared services, ensuring that the service provision is something any new partners will want to join.

Over the past year this successful 4-school, cross-phase, multi-academy trust (MAT) in South London has been on an exciting journey building a welfare service for use by our schools, as well as offering this to other local schools interested in our bespoke service, to offer a high quality, flexible and cost-effective alternative to the other options available.

We are committed to the health and well-being of learners from Early Years through to the end of the Sixth Form, and as such are seeking a qualified professional to of this service.

If you have it in you to be entrepreneurial and use your qualifications, background and experience to contribute to Folio's aim to enhance the life chances of young people, then read on and I look forward to receiving your application.

Mr Jonathan Wilden

Chief Executive Officer
Folio Education Trust



For our School Counsellor a summary of your responsibilities will include:

- As a member of the pastoral support team, provide a safe and professional counselling support as required to students and their families.
- Provide advice, guidance and support to staff and, when relevant, parents/carers.
- Promote, develop and evaluate the counselling service at the Folio Schools.
- Keeping up to date with the Children's Act and all new legislation pertaining children's wellbeing so that schools remain well informed and consistent with best practice.

Summary of School Information

Name & acronym	Type of school	Brief outline of the school
Wallington County Grammar School WCGS	Secondary 11-18 Grammar, Selective boys school with mixed Sixth Form	Founded in 1927, graded 'outstanding' by Ofsted in January 2017, aims to blend best of tradition with innovation. High performing school.
Park Hill Junior School PHJS	Junior 7-11 South Croydon 3 form entry	Opened in 1968, now a successful, oversubscribed Junior School, rated 'Good' by Ofsted, broad range of ethnicity among pupils.
St Peter's Primary School SPPS	Primary 4-11 South Croydon 2 form entry	Opened in 1952. Co-headship in place, curriculum based on international model. Variety of ethnic backgrounds.
Coombe Wood School CWS	Secondary 11-18 Comprehensive South Croydon	Three cohorts from September 20: curriculum is underpinned by Health Related Fitness core ethos and values.
Folio Education Trust Central Team	Central Team	Senior team, shared services including Finance, IT, some catering and sports partnership staff

There is a Central Team of Folio Trust employees, some of whom work on a flexible basis, who have office space in Coombe Wood School's new building. This includes the Croydon Schools Sports Partnership (actually based at Park Hill Junior School) with whom we have established links and are in our employ.

The Trust was created through an academy conversion of Wallington County Grammar School and granted Single Academy Trust status in April 2011. Two primary schools were brought into the Trust in April 2017 and this coincided with the change to Multi Academy Trust (MAT) status and the Trust sponsored the development of the new Free School, Coombe Wood School. This secondary comprehensive school opened in temporary accommodation in September 2018 and finally relocated to its new, permanent, purpose-built £35M building in January 2021.

How to Apply



Please complete the Trust's application form – available for download at <http://www.folio-education.co.uk/Current-Employment-Opportunities> and return to careers@cws.foliotrust.uk

In compliance with Safer Recruitment Guidelines CVs will not be accepted.

Closing date: As advertised

Interviews: As advertised

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Safer Recruitment

Folio Education Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice can be viewed on the website at:

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

The schools within Folio Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appendix 1. School Counsellor Job Description

Job Title	Trust School Counsellor
Salary Grade & Range:	Grade 14 (39-41) from £ 45,576 (paid pro rata)
Working pattern:	Permanent, Term Time only, 36 hours per week.
Duties:	To provide a safe and professional counselling services for the students at the Folio Trust Schools
Responsible to:	CEO and Headteachers of Folio Schools
Responsible for:	The pastoral wellbeing of Students at the Folio Schools who have been referred to the School Counsellor.

RESPONSIBILITIES to include:

Central Folio Education based role:

- As a member of the pastoral support team, provide a safe and professional counselling support as required to students and their families
- Provide advice, guidance and support to staff and when relevant parents/carers
- Promote, develop and evaluate the counselling service at the Folio Schools

Key areas of focus for the role include/named foci

- Provide individual counselling and support to students
- Offer and provide family mediation where appropriate
- Support individuals with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
- Provide advice, guidance and support to staff whose role it is to support students in distress.
- Liaise with the pastoral team on key issues and report on a regular basis on numbers using the service and a general overview of the types of problems with which the users of the service are presenting and impact.
- Advise the relevant pastoral team members on personalised strategies for individual students to support learning in the classroom.
- In consultation with the relevant pastoral members of staff, network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.
- Maintain appropriate case records on the counselling in a secure place.
- Attend regular supervision with a suitably qualified supervisor- line manager.
- Adhere to School safeguarding policies and other relevant policies.

- Provide information on the counselling service, the role of the counsellor and the boundaries of confidentiality to students, staff and parents/carers so that all stakeholders are aware of what is offered and how to access it.
- Work within the codes of practice and ethics recommended by the BACP, UKCP or equivalent organisation.
- Review and evaluate the service in conjunction with the pastoral team.
- To maintain an awareness of current therapeutic issues and ensure an updated knowledge of new developments within student counselling.

Effective Day to Day Management:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment

Other Duties

- Participate in training and other learning activities as required
- Attend and participate in meetings as required
- Perform all other reasonable requests from your Line manager
- Respect confidentiality at all times.

Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas within our schools to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with Folio's ethos and our core values is expected at all times.

The job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.

Appendix 2. School Counsellor Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
Qualifications		
Educated to A level standard or NVQ3	x	
First degree or equivalent		x
Level 4 Diploma in Counselling or equivalent	x	
BACP accreditation (or working towards this)		x
Knowledge, Skills and Experience		
Knowledge of the Children's Act and legislation pertaining to children		
Demonstrable understanding of the developmental, emotional, social and educational issues of children and young people		
Experience of working within an educational context as an School Counsellor		
Ability to work independently, with problem solving skills while working within defined standards and procedures.		
Excellent numeracy and literacy skills		
A calming nature and the ability to comfort others appropriately		
Communicate clearly in fluent English with all sections of the School community both orally and in writing.		
Highly organised with good time management skills and the ability to work under pressure and independently		
Adaptability and flexibility in working practices and the ability to use their initiative		
A high degree of professionalism in their approach to work and tasks set		
Displays commitment to the protection and safeguarding of children and young people		
Ability to handle sensitive issues keeping confidentiality as required.		
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.		
Ability to adhere to working procedures and policies within the School environment.		
Ability to form good working relationships with colleagues, students and parents and work as part of a team		
An understanding of basic health and safety requirements.		
Attributes		
<ul style="list-style-type: none"> • Demonstrate a positive, active and cooperative outlook • An approachable, accommodating attitude relating well to children and adults • High standards embracing honesty, integrity, loyalty and trustworthiness • Ability to be flexible, adaptable and know when to use own initiative • Able to remain calm and act sensibly under pressure • A good team player and collaborative worker, understanding and appreciating the designations of roles and responsibilities • Present a good role model to students • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children • Grasp of the Folio ethos. 		

Appendix 3. Our Values and Aims

What do we believe as an organisation?

We believe in the power of collaboration and the importance of developing schools who instil ambition and the desire in every staff member and every young person to discover and achieve their personal best, overcoming any challenge they may face. The Trust is committed to the pursuit of excellence, with young people at the heart of everything we do and personal wellbeing prioritised at every stage. We believe in ourselves. We believe in each other.

Our Mission and Purpose – why do we exist?

To provide inspiring and safe places to learn, where young people are respected, their talents nurtured and where they are able to thrive. Folio Schools offer young people the best chance to lead happy, healthy lives and to be responsible, active citizens.

In Folio Schools:

Young people are healthy and happy;

Young people feel safe;

Young people have good relationships;

Young people become active and involved in school life and the wider world.

Our Vision and Goals – where will we be by 2025?

By 2025, we aim to establish a wider family of collaborative Primary and Secondary Schools supporting over 5,000 young people and 500 staff all working towards the following outcomes:

- Goal #1 - We will deliver outstanding educational standards across all Folio Schools, ensuring that we have the capacity to create a sustainable and collaborative model of school improvement which continually evaluates, develops and celebrates success.
- Goal #2 - We will recognise the rights of all young people, ensuring that daily school life gives children the best chance to lead happy, healthy lives and the opportunity to become responsible, active citizens.
- Goal #3 - We will be an employer of choice, providing good people management, transformational leadership and opportunities for all staff to fulfil their potential. We will recognise the importance of investing in staff and focussing upon people's wellbeing.
- Goal #4 - We will provide a shared services model for all Folio Schools which listens, understands and anticipates the needs of the people who are being served. Through a process of identifying and mitigating risks we will deliver excellent value for money and efficient resource management.



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