



## School Counsellor

### Recruitment Pack Hawley Hall High School



### HAWLEY HALL HIGH SCHOOL

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*To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.*



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# Welcome



Dear Applicant,

Thank you for your interest in the School Counsellor position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Charlotte Harrison on 01942 204640 or email [c.harrison@hhhs.net](mailto:c.harrison@hhhs.net).

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

**Mr P McKendrick**  
**Headteacher**  
**Hawley Hall High School**





## Context

Hawley Hall is a high performing, heavily oversubscribed, mixed comprehensive secondary school based in Wigan, Greater Manchester. The school was graded as good in all areas by Ofsted in November 2024.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

## Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all of our 9 faculty areas. We strategically invest in our ICT and site.

## Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.



The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 800+ employees
- 5 local authorities
- £41,000,000+ annual budget
- 80+ governors



# Job Description

## School Counsellor

Reports to: Designated Safeguarding Lead  
Location: Hawley Hall High School, Carr Lane, Wigan, WN3 5NY  
Grade: Grade 6, SCP 14-20  
Salary: £29,540 - £32,597 FTE (£18,358 – £20,258 pro rata)  
Working hours: 27.5 per week, term time only

## Overall Purpose of Post

Under the reasonable direction of the Headteacher / DSL / SLT carry out the professional duties in line with the job profile and in particular to:

- Provide individual and group counselling to students.
- Liaise with all relevant people and agencies if and when the occasion arises.
- Support the aims and objectives of the school.

## Main Duties and Responsibilities

- To manage, co-ordinate and deliver a confidential specialist Counselling service to support Hawley Hall students and staff.
- To work in collaboration with the DSL, Pastoral Deputy Head, Deputy Heads and Heads of Year to ensure comprehensive service.
- Ensure parental permission has been agreed.
- Carry out home visits when necessary.
- Liaise with all academic staff, parents and relevant outside agencies to ensure the support of students
- To provide written evidence of individual weekly session to students.

- To undertake Health and Safety Training on areas within the designated work area.
- To provide written evidence to outside agencies when required.
- To work pro-actively and facilitatively as a member of the pastoral team.
- Participate in regular meetings.
- Review students' progress on a regular basis.
- Maintain files and records.
- Facilitate small group sessions.
- Act as the primary point of contact for CAMHS
- Contribute to assemblies by providing input and supporting the delivery of key messages
- Work in accordance with Counselling Practitioners Framework of Ethics and Practice for Counselling.
- Participate in training students for roles of responsibility such as peer support.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others



# Person Specification

## Essential Criteria

- An empathy with children
- The ability to maintain confidentiality.
- The ability to work independently and without direct supervision.
- An excellent attendance and punctuality record.
- Excellent communication and listening skill
- The ability to communicate and liaise with external agencies.
- A recognised Diploma in Counselling
- U.K. Counselling Practitioners Registration.
- Knowledge of the Child Protection Act.
- Commitment to attend relevant training courses for further development

## Desirable Criteria

- Prior experience of working in a school or with children.

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [jobs@hhhs.net](mailto:jobs@hhhs.net)

Alternatively, send a hard copy to:

**Mr P McKendrick**  
**Headteacher**  
**Hawley Hall High School**  
**Carr Lane**  
**Wigan**  
**WN3 5NY**

Closing Date: Friday 16<sup>th</sup> January 2026





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



Maximising Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com)



# HAWKLEY HALL HIGH SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

**CARR LANE, WIGAN, WN3 5NY**

**TELEPHONE: 01942 204640**

**FACSIMILE: 01942 403570**

**EMAIL: [jobs@hhhs.net](mailto:jobs@hhhs.net)**

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### 1. POST APPLIED FOR

<b>Post Applied For:</b>		<b>Ref No:</b>	
<b>Organisation:</b>	Hawley Hall High School		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAME:</b>	
<b>TITLE:</b> (Optional)		<b>Date of Birth:</b> (Optional)	
<b>Address:</b>			
<b>POSTCODE:</b>		<b>Email:</b>	
<b>Telephone No:</b>		<b>Work No:</b>	

### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>		
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>
<b>NOTICE PERIOD:</b>		
<b>MAIN DUTIES AND RESPONSIBILITIES</b>		



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#### 4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

#### 5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			



## 6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

## 9. ADDITIONAL INFORMATION

(i)	Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? If yes, please state relationship.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.



If yes, please give details, including dates, post held and employer.	
<p>(iii) Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO</p> <p>If yes, please give details of dates and resources.</p>	
<p>(i) Do you hold a current and valid driving licence? YES/NO</p> <p>Please state category.....</p> <p>(ii) The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know.</p> <p>Do you require any reasonable adjustments? YES/NO</p>	
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO</p> <p>Do you have any 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? YES/NO</p>	
<p>In line with Keeping Children Safe in Education, Hawley Hall High School will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- YouTube</li> </ul>	

## 10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.



REFEREE 1	REFEREE 2
TELEPHONE NO:	TELEPHONE NO:
EMAIL:	EMAIL:
Can this reference be taken up immediately? YES/NO	Can this reference be taken up immediately? YES/NO

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## 12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iii) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g., NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....

