



# Appointment of School Counsellor (part time, 39 weeks)

Required: September 2024 (an earlier start may be possible)

## Pay Scale

Bucks Pay Scale 4, point 21 – point 25 currently £29,477 - £31,645 pro-rata for term time only, plus pro-rata Inset Days.

For 22.5 hours per week over 39 weeks per annum, the actual annual salary is £15,272 - £16,395

Hours: 08:30 – 16:30

Preferably Monday, Tuesday and Wednesday (or Monday, Tuesday and another day if required)

[Apply here](#)



## Wycombe High School

Infectious Joy • Limitless Ambition • Insatiable Curiosity • Generous Spirit



NATIONAL  
MATHEMATICS  
& PHYSICS SCITT

Headteacher: Mrs Nicola Renyard (BA Hons)



MATHSHUBS  
BUCKS, BERKS AND OXON

A SCHOOL THAT  
LOOKS BEYOND

01494 523961  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)



@wycombehighschool.com



## The Role

**Wycombe High School is seeking to appoint someone with recent experience of working as a counsellor for children/young people aged 11-18. Knowledge or experience of working in an educational environment would be desirable but is not essential.**

The successful candidate will provide a caring and supportive environment, where concerns can be explored safely. This will involve working with a diverse range of issues including bereavement and loss, transition, anxiety and low-mood, eating disorders, self-harm, anger management, bullying and abuse.

S/he will be comfortable and experienced in employing and developing short-term therapeutic interventions to support and empower students, encouraging confidence, independence, reflection and resilience. This will either be delivered in one-to-one sessions or groups. The successful candidate will be required to liaise with external services and different departments within the school. They will securely store and maintain appropriate case records and will provide information/reports as requested to enable the service to be reviewed and evaluated.

Our school counsellors work safely and ethically as part of the mental health and wellbeing team and manage disclosures and safeguarding issues appropriately to ensure students' wellbeing and safety. They contribute to the whole school approach, delivering preventative work to all students.

The successful candidate will work within, and adhere to, the British Association for Counselling and Psychotherapy (BACP) Ethical Framework, or equivalent organisation, and will attend monthly clinical supervision in line with organisational requirements. In return, we offer the opportunity to work in a friendly, vibrant and outstanding school, where we go above and beyond for our staff and internal promotions are often available for the best candidates.

“

**At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and in 2022-2023 we received the Gold Award which is given to employers who have 'successfully embedded mental health into their policies and practices'.**

”

**Key Dates Deadline for applications: Wednesday 19 June 2024**

Interviews will take place **week commencing 24 June 2024 (please note we reserve the right bring forward interviews and close the advert early)**

[\*\*Apply here\*\*](#)





## The Person

**We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:**

- Level 4 Diploma in Counselling or equivalent
- BACP registered member or equivalent
- Experience of working with children and young people
- Ability to liaise and refer with other local services including CAMHS
- Ability to support the whole school approach to mental health and wellbeing and offer preventative workshops
- Demonstrable understanding of the developmental, emotional, social and educational issues of children and young people
- Ability to manage a case load of students each week
- Knowledge of the Children's Act and legislation pertaining to children
- Excellent written and verbal communication skills
- Discretion and trustworthiness
- Problem-solving skills
- Professional and able to work within defined standards and procedures
- A calming nature and the ability to comfort others
- Excellent interpersonal and time-management skills
- Motivated to promote the mental health and wellbeing of students
- High tolerance with the ability to understand different outlooks on situations
- Ability to think clearly in any emergency situation
- Sound judgement skills
- Ability to work both independently and as part of a team
- Committed to the ethos, vision and values of Wycombe High School.

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# How to apply

The application form can be found on our website:

[www.whs.bucks.sch.uk/about-whs/vacancies](http://www.whs.bucks.sch.uk/about-whs/vacancies)

To apply for this post, please complete the application form in which you should:

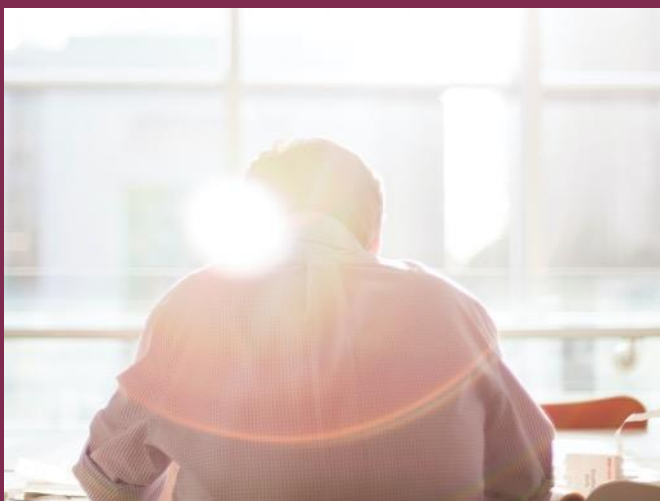
1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Send completed application via email to:

Mrs N. Renyard, Headteacher  
Wycombe High School,  
Marlow Road, High Wycombe,  
Bucks, HP11 1TB  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)



## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants. Please be aware that we may ask you for your social media handles to facilitate this.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

## Pay Scale

### **Bucks Pay Scale 4, point 21 – point 25**

(currently £29,477 - £31,645 per annum, pro-rata for 22.5 hours per week, 39 weeks per annum is an actual annual salary of £15,272 - £16,395)

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.8%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are also proud to be Mind Wellbeing Index Gold Award Winners for 2022-2023 and to have been voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

## Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## Dress Code

The school has a dress code for staff:

Staff should dress in a business-like and professional manner, similar to the dress styles which are the norm along service industry professionals who regularly meet the public, such as bank staff.

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# Benefits



## Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their Gold award for employers who have: 'successfully embedded mental health into their policies and practices.'



## Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



## Employee Assistance Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



## Generous Employer Pension Contributions (22.8% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

## Mental Health First Aiders

We currently have four trained members of staff who are available to offer support and guidance to employees who need it.



## Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



## National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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# Workload and Wellbeing Initiatives



## Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- The Virtual Staffroom, a platform for staff to keep connected online
- Staff encouraged to put their 'out of office' email at the end of the day

## Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Bingo!
- Ten Pin Bowling
- Book Club
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE  
HIGH SCHOOL

WE LOOK

**BEYOND**

We look beyond the  
traditional grammar school.

We look beyond league tables  
and examination results.

We look beyond stereotypes  
and conventions.

We look beyond a world  
where futures are fixed.



Wycombe High School, Marlow Road,  
High Wycombe, Bucks HP11 1TB

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