



The Henry Box School
Founded 1660

RECRUITMENT PACK

School Counsellor

37 hours a week term time only

£26,341 to £29,094 actual pay pa

Maternity Cover Contract

Start May/ June 2025 until 19th July 2026

Closing date: Tuesday 22nd April 2025



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Introduction from the Headteacher

The Henry Box School is an exciting place to work and learn. We are committed to providing education that transforms lives and we are ambitious in our pursuit of excellence. We are the leading school in our 'home grown' Trust.

This is a hugely exciting time for our family of schools as we are presented with a rare opportunity to make a real difference to the lives and life chances of so many young people. Our vision is to enable individual schools to flourish whilst remaining integral to the communities they serve.

Our approach

To join The Henry Box School is to join a family – staff and pupils who have the courage to do things differently, if that's what it takes.

Here we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions:





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- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

All schools in our Trust have a culture of compassion underpinned by high expectations and understanding. We have three rules: ready, respectful and safe. We are a truly inclusive organization and passionately believe that every child has a right to mainstream education.

Our curriculum principles

We aim to ensure that all our children have access to a 'box set' knowledge curriculum that builds students' schemata. We work on the understanding that the best type of feedback is in the moment and/or in the next lesson; feedback must be a medical, not a Post-mortem.

We limit our interventions to the ones that are evidence based and enable our students to access the curriculum. Our curriculum is learnt, not experienced and we work hard to ensure a challenging curriculum is available for all. Our curriculum principles are clear: we aim to make sure our curriculum:

- is ambitious and designed to give **all** learners, particularly the most disadvantaged, the knowledge and cultural capital they need to succeed in life.
- extends beyond the academic by providing opportunities to develop and discover their interests and talents. Learners are supported to develop their character and help them to know how to keep physically and mentally healthy – including resilience, confidence and independence.
- prepares learners for life in modern Britain, equipping them to be responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental British values.
- all learners will develop their understanding and appreciation of diversity, celebrating what we have in common and promoting respect.
- is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning. Assessment is used to help learners to embed and use knowledge fluently, to check understanding and to inform teaching.
- has a rigorous approach to the teaching of reading, writing and oracy that develops learners' confidence and enjoyment of learning.
- provides a range of opportunities to ignite a passion for.

Professional development

Our professional development is truly gold standard – we were awarded 'Gold' by the Teacher Development Trust in 2020.



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We work hard to reduce bureaucracy and keep after school commitments and meetings to a minimum. Teachers in their second year of teaching are entitled to the OLEVI 'Improving Teacher Programme' and in their fourth year the 'Outstanding Teacher Programme', whilst leaders complete the 'Outstanding Leadership of Education' Programme.

In a nutshell, whatever your career stage, you will have access to high quality professional development and a sensible approach to appraisal, based on action research and supporting each other to be even better. All staff also have access to our professional development library which houses over one hundred and fifty titles.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a forward-thinking organisation, then Henry Box could well be the place for you.

Wendy Hemmingsley
Headteacher



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The opportunity

Position: Counsellor

Working Hours: 37 hrs pw - term time only

Required: As soon as possible

Our Counsellors support the school's approach to student health, including mental health and wellbeing. They promote children's and young people's positive mental health by helping adults know how to be and what to do in response to their differing and sometimes distressed behaviour. You will help to identify children's needs, and co-ordinate and contribute to meeting them.

Counsellors will be an integral part of our Health Academy which is part of our Learner Engagement Team Faculty. The Learner Engagement Team Faculty is led by a School Leader, who provides the overall direction for the faculty, but the Health Academy and the Counsellor will operate independently on a day to day basis.

Candidates will have the ability to lead, develop and evaluate specific interventions, and previous experience of working with children in a learning environment is essential. You should be able to support, inspire and motivate students as well as have the ability to work well as part of a lively and professional team.

The post is based at The Henry Box School, which is a successful 11-18 comprehensive school on a historic site in Witney, but if you're ambitious and career minded, opportunities will become available across the Trust for the right person.





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The Learner Engagement Team Faculty

The Learner Engagement Team is a strong team of committed specialist teachers and support staff. The team is managed by the School Leader: Learner Engagement Team.

Most students, for most of their schooling, access the mainstream curriculum. On occasion, a more personalised curriculum or intensive support is required. Faculties and pastoral teams are primarily responsible for meeting these needs.

For particular aspects of their education a proportion of students need access to specialist intervention and support services. This may take the form of literacy support, counselling or services relating to specific learning difficulties. Sometimes students access a discrete number of services for specific purposes. However, some students with complex needs may access a range of services and there is therefore a need for coordinating intervention for that individual.

The specialist intervention services available at the Henry Box School include:

- Academic Tutoring
- Autism Support
- Social, emotional and mental health needs support
- Careers Advice
- Counselling
- English as an additional Language teaching
- Literacy and numeracy support
- Medical
- Mentoring
- Physical Disability Services
- Diagnostic reading, writing and math's teaching for Key Stage 3 students with a particular focus on keep up and catch up in Year 7
- Study Plus support for Key Stage 4 students
- Support for Specific Learning Difficulties

Where students have high level and complex needs, House Leaders work with the School Leader - Learner Engagement Team to assess the level of need and to implement the relevant intervention, including the engagement of external agencies where appropriate. Staff will regularly monitor and review the impact of the service (i.e. progress of students and quality of provision).



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Job Description

Purpose

To provide a confidential counselling service to support young people during school hours.

Main responsibilities:

Prepare a counselling plan for each client to meet their individual needs, paying special consideration to their level of learning and emotional maturity.

- Provide resources appropriate to the varying counselling approaches.
- Ensure that there is a safe environment where counselling can take place
- Carry out counselling in a safe and ethical manner as laid down in BACP guidelines

Provide counselling to students.

- Maintain the booking system, arranging appointments with students, being mindful of the school timetable
- Conduct Safety Plans where required
- Prioritise caseload and manage potential waiting list of students.
- Liaise with DSLs to ensure the welfare of the student
- Work effectively with the pastoral team to support student's safety and wellbeing
- Work with BACP guidelines on client confidentiality and information share where appropriate.

Maintain accurate counselling records for each client.

- Write up notes after every individual session as prescribed by BACP
- Maintain accurate case records, data monitoring and evidence of work done to write reports on numbers of students seen and support hours provided for the School Leader and Headteacher when required.
- Attend regular clinical supervision as required by BACP
- Ensure that own counselling skills are maintained through attendance at training workshops or educational seminars
- Deliver engagement events and provide advice to students in Assemblies
- Run group work sessions when requested.

Supporting the school:

- Maintain high standards of professional practise
- Policies and practices of the Henry Box School/The Mill Academy

PERSON SPECIFICATION

- Qualification in counselling (Diploma/Degree)
- Registered with and preferably with the BACP



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- Evidence of working with young people in a counselling environment
- Secure knowledge of safeguarding guidelines
- Experienced and efficient practitioner in the use of counselling skills
- Proven ability to maintain professional confidentiality
- Able to form and maintain professional relationships and boundaries with young people and adults
- Positive listening skills
- Flexible approach to counselling
- Flexible approach with the ability to respond to a crisis
- Ability to work independently
- Good oral, written communication and presentation skills
- Ability to establish strong working relationships with appropriate people inside and outside the organisation
- Able to use IT effectively

Health & Safety

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

For all staff

You have specific responsibilities under Health & Safety /Safeguarding to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety, or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children concerns to a senior member of staff
- Attend safeguarding training as requested

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

Working with Children and Safeguarding

The MILL Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates are required to have enhanced DBS clearance and will need to undertake the DBS check with our organisation. Other relevant pre-employment checks will also be carried out including references from present and previous employers, a confidential health check and internet/social media checks.

What we can offer you:

- ✓ A hard working and committed team of colleagues



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- ✓ Beautiful, historic school location, with a good range of shops, bars and cafes within a short walk
- ✓ Competitive salary with upper pay scales above the usual national levels
- ✓ Regular programmes of professional development to Teacher Development Trust Gold Standard
- ✓ Support for and commitment to your future training and development needs
- ✓ On-site free car parking
- ✓ Cycle to work salary sacrifice scheme
- ✓ Annual free flu vaccination
- ✓ 24/7 employee assistance wellbeing scheme
- ✓ We pay above the national salary from Main Scale 4



The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download and complete the teaching staff application form from our website or complete our online application form on our TES recruitment site. You should also submit an accompanying letter of application, addressed to the Headteacher, that is no more than two sides of A4. Applications should be returned to jobs@millacademy.co.uk please or via the TES online portal.

Visits to the school prior to interview are also encouraged and warmly welcomed and can be arranged with the HR Team. If you have any queries about this role, please do not hesitate to contact the HR Team on 01993 848166 or email jobs@millacademy.co.uk.

The closing date for applications is **0900 Tuesday 22nd April 2025** Shortlisting will take during that week and candidates will only be notified if they are successful in being called for interview. Applications may be considered as soon as they are received, and the Trust reserves the right to withdraw the vacancy at an earlier date if a suitable applicant is found.



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If you decide you want to be part of our dynamic team, we look forward to hearing from you and to receiving your completed application form.