



**Candidate brief for the position of:  
Self-Employed School Counsellor required for 1 day  
per week – from September 2026  
Bullers Wood School for Boys**

**Application Deadline: 9am Wednesday 17<sup>th</sup> June 2026**



**Bullers Wood School for Boys is part of Lumero Educational Trust**





Dear Applicant



Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools, four secondary schools and a Shared Services Team located across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our HR team and make a real impact upon our staff and students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, passionate about student engagement and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "T Millar". The signature is written in a cursive, slightly stylized font.

Terry Millar  
**Chief Executive**



## Our Schools



**BIGGIN HILL**  
PRIMARY SCHOOL



**BULLERS WOOD**  
SCHOOL FOR BOYS



**BULLERS WOOD**  
SCHOOL FOR GIRLS



**CHARLES DARWIN**  
SCHOOL



**CHELSEFIELD**  
PRIMARY SCHOOL



**CHISLEHURST**  
SCHOOL FOR GIRLS



**DARRICK WOOD**  
JUNIOR SCHOOL



**GREEN STREET GREEN**  
PRIMARY SCHOOL



**THE HIGHWAY**  
PRIMARY SCHOOL



**ORCHARD WAY**  
PRIMARY SCHOOL



**TUBBENDEN**  
PRIMARY SCHOOL



**PRATT'S BOTTOM**  
PRIMARY SCHOOL



## **The Post and Specifications**

### **School Counsellor – Bullers Wood School for Boys**

- Self-Employed School Counsellor required for 1 day per week
- Term time only, up to 36 weeks per academic year
- Start date: September 2026

#### **Introduction**

Bullers Wood School for Boys is a vibrant, ambitious and inclusive 11–16 secondary school in Bromley. Our pastoral ethos is rooted in strong relationships, high expectations and a commitment to supporting every boy to thrive academically, socially and emotionally.

As part of our continued investment in student wellbeing, we are seeking a self-employed School Counsellor to join our pastoral and safeguarding team for one day per week, working alongside our existing counsellor to deliver a high-quality therapeutic service for pupils.

This is a rewarding opportunity for an experienced practitioner who is; passionate about supporting adolescent boys, confident in managing a varied caseload, and committed to working collaboratively within a busy school environment.

#### **The Role**

The School Counsellor will provide confidential one-to-one therapeutic support to boys aged 11–16, offering up to five scheduled sessions per day and a drop-in service during morning break.

You will work closely with the Designated Safeguarding Lead (DSL), Assistant Headteacher: Personal Development and Wellbeing, Heads of Year, SENDCo and other pastoral staff to ensure that pupils receive timely, appropriate and effective support.

We are flexible, based on candidate availability, on the day which can be offered, across Monday, Wednesday, Thursday or Friday.

The working day is 08:30am – 14:30pm, including a 35-minute lunch break. Whilst the post is for one day per week, there is flexibility to adjust the working day on occasion to accommodate school holidays, INSET days or operational needs, agreed in advance with the DSL.

You will coordinate referrals, caseloads and waiting lists with the school's existing counsellor to ensure continuity of care across the week.

The role is self-employed, with the counsellor invoicing the school for services delivered each month.

#### **Why Join Us?**

This is an opportunity to make a meaningful difference to the wellbeing and development of boys at a crucial stage in their lives. You will join a supportive, values-driven pastoral team and contribute to a school culture that prioritises emotional health, inclusion and positive relationships.

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## **Key Responsibilities**

### **Therapeutic Support**

- Provide confidential, ethical one-to-one counselling for pupils aged 11–16.
- Deliver up to five scheduled sessions per day.
- Offer a breaktime drop-in for brief support, triage and signposting.
- Assess new referrals and determine appropriate intervention pathways.
- Develop short-term therapeutic plans. Typically, 6–8 sessions, with further sessions being offered in agreement with the Designated Safeguarding Lead or Wellbeing Lead.
- Undertake baseline and ending surveys.
- Liaise with parents/carers where appropriate, respecting confidentiality and professional boundaries.
- Maintain accurate, secure and GDPR-compliant records.

### **Safeguarding & Case Coordination**

- Report safeguarding concerns promptly to the DSL and record on CPOMS.
- Work collaboratively with the school's other counsellor to:
  - Coordinate referrals and waiting lists
  - Share anonymised themes and trends
  - Ensure continuity of support across both counselling days
- Contribute to risk assessments and safety planning.
- Support pupils awaiting CAMHS or external services where appropriate.

### **Pastoral Collaboration**

- Liaise with Heads of Year, SENDCo and pastoral staff regarding student needs.
- Provide professional advice and signposting to students, parents and staff.
- Refer students and families to external specialists or agencies when necessary.
- Contribute to the school's wellbeing culture through visibility and engagement.
- Attend occasional pastoral meetings or briefings where relevant.
- Co-create (with the other school counsellor) a termly report for the DSL and school governors on cases, trends and outcomes.

### **Professional Standards**

- Uphold the BACP/UKCP ethical framework and maintain membership.
- Attend regular clinical supervision (self-funded).
- Engage in ongoing CPD to maintain evidence-based practice.
- Complete annual safeguarding training.
- Adhere to all school policies, including safeguarding, confidentiality and data protection.

### **Person Specification**

#### **Essential**

- Recognised counselling or psychotherapy qualification.
  - Accreditation with BACP/UKCP (or equivalent).
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- Experience working therapeutically with children or adolescents.
- Strong understanding of safeguarding and professional boundaries.
- Excellent communication, interpersonal and record-keeping skills.
- Ability to work independently and manage a varied caseload.
- Warm, empathetic and approachable manner suited to boys aged 11–16.

#### **Desirable**

- Experience working in a school or educational setting.
- Understanding of neurodiversity and adolescent development.
- Experience delivering group work, workshops or staff training.
- Familiarity with multi-agency working and referral pathways.

#### **Working Arrangements**

The school provides:

- A confidential counselling space
- School email address
- Access to CPOMS (safeguarding recording and communication platform)
- Referral information and parental consent
- Ongoing liaison with pastoral staff

School Counsellors report to the Deputy Headteacher (Pastoral) / DSL.

There is also the opportunity to take on counselling of staff members outside of school hours.

#### **Equal Opportunity Statement**

Bullers Wood School for Boys is committed to creating a diverse and inclusive environment and encourages applications from individuals of all backgrounds.

#### **Personal Qualities**

- Enthusiasm & a positive outlook
  - The ability to motivate, support, inspire and work collaboratively with a team of specialist staff, teaching and support
  - The ability to work independently and collaboratively as a member of a team Commitment to high student expectations
  - Creative in problem solving together with a willingness to take on or try new approaches & ideas
  - Commitment to extracurricular activities
  - A positive attitude towards professional development and own learning
  - Reliability & integrity
  - Good personal organisation
  - Excellent record of attendance and punctuality
  - Commitment to high standards and expectations
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In addition, the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

## Application Process

### How to apply

Applicants should complete the application form and submit it to [HR@iniciotrust.org](mailto:HR@iniciotrust.org) by 9am on Wednesday 17<sup>th</sup> June 2026.

### Interview Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - have an opportunity to meet with staff.
  - be expected to conduct a task to test areas required as per the person specification.
  - attend a panel interview.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

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## Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

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## **Lumero Educational Trust**

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Website: [www.Lumerotrust.org](http://www.Lumerotrust.org)

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