



Counsellor Permanent Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join **Seaton Valley Federation of Schools** as a **Counsellor**, this post will work within all three of our schools providing a valuable service to our students. This candidate information pack will tell you much more about our school and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community.

I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed. This new role of **Counsellor** will provide an essential service to our students, supporting our federation's culture of positive mental health and resilience. You will work closely with our excellent pastoral teams to support the wellbeing of our students.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure teachers have access to a strong Continuous Professional Development programme. Building the skills and capacity of support staff is also a key priority.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Ben Watson, Business Manager** on **0191 2371505**.



John Barnes, Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To know every child academically and pastorally as a complete young person.**
- 2. To treat everyone and everything with respect.**
- 3. To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About Our Schools

	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	564	137
Seaton Sluice Middle School	9-13	325	N/A
Whytrig Middle School	9-13	252	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	November 2019
Seaton Sluice Middle School	Good	January 2018
Whytrig Middle School	Requires Improvement	June 2018

'Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, 'There are too many good things and I would not have time to tell you about them all.' Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach. Pupils feel safe here. There is little bullying. If bullying does happen, pupils are confident that it will be swiftly sorted out. Pupils have a range of staff to talk to if they have a problem. They say that their health, including mental health needs, are a priority. Pupils say that they make friends quickly when they join the school.' ACHS Ofsted 2019

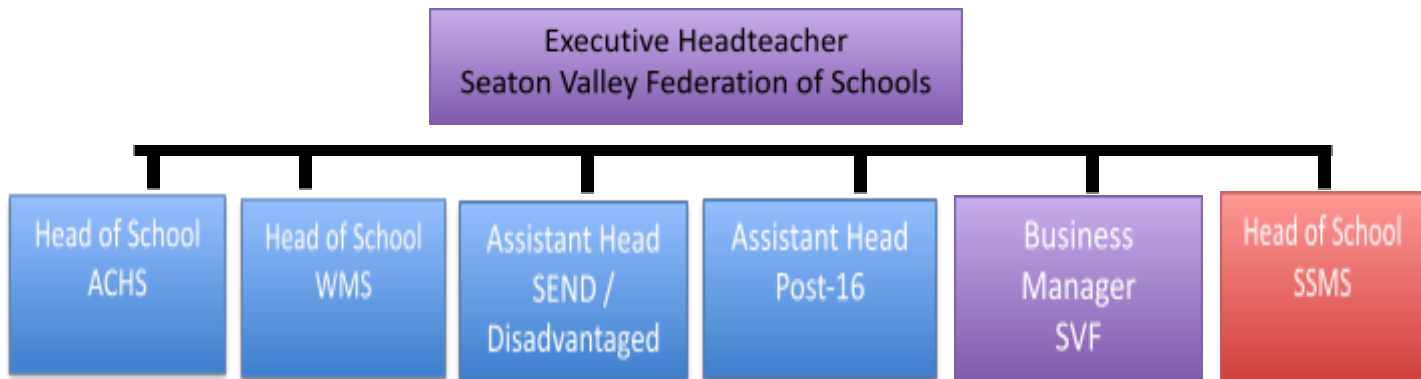
'Pupils' personal development is outstanding. Teachers provide a vast array of opportunities for pupils that ensure that they are well prepared to meet adolescence head-on. Pupils behave in a caring and considerate manner. They are proud to be members of this school. Leadership of attendance and behaviour is strong. Over time, attendance and the standards of pupils' behaviour have improved. Teaching assistants are respected, valued and extremely effective in their role. They provide superb support for pupils who have special educational needs (SEN) and/or disabilities.' WMS Ofsted 2018

'During the inspection, Year 7 pupils demonstrated their understanding of bullying and made insightful contributions when involved in an anti-bullying workshop delivered by an external provider. Discussions with your pupils highlight that they feel safe in school and that your curriculum helps them to understand how to adopt healthy lifestyles, for example understanding the risks involved with drugs and alcohol' SSMS Ofsted 2018

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

About Our Structure



About the Pastoral teams

Over the next few pages you will find the advert, job description and person specification for the post of Counsellor but we know that you will want to know more about how we work and the pastoral teams.

The role of the Pastoral Teams across the federation is to ensure that all students within our care are happy, safe, involved and able to perform to their potential.

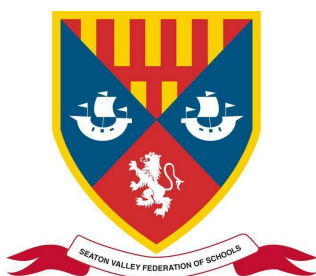
The pastoral teams work closely with students, parents/carers and outside agencies allowing us to provide high-quality additional support to pupils who are especially vulnerable for a range of reasons.

From September 2021 each school in the federation will have Student Progress Leaders who will be responsible for the day to day pastoral care of the students from Year 5 to Year 13. This provision is supported at the Elsdon Avenue site by a dedicated student support worker, an inclusion manager and a behaviour support worker.

The role of counsellor will be an integral part of the pastoral system, responding to the changing mental health needs of our students.



Karen McSparron – Head of School SSMS and Federation Mental Health Lead



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Counsellor

**37 hours per week, Permanent
Term Time plus 1 day**

Band 6: £24,982 to £27,741 pro-rata

Small enough to care, big enough to make a positive impact

We are seeking an experienced Counsellor to provide a high-quality counselling service to our students across Seaton Valley Federation of Schools. With good standards of teaching and behaviour and the provision of high quality care and support for our pupils, we believe passionately that every pupil should succeed in all aspects of school life.

You will be expected to create a relationship of trust with our students enabling confidential dialogue to aid emotional independence, resilience and mental wellbeing, providing in-school support and expert professional development to improve the emotional wellbeing of children and young people, families, teachers and school staff. You should be self-motivated to develop innovative responses to changing mental health needs and provide quality information, advice, support and signposting where appropriate.

Applicants must have a recognised qualification in counselling, and be accredited, or working towards accreditation, by the BACP, UKCP, or an equivalent body. Experience of working with young people is essential.

Our candidate information pack will tell you much more about this vacancy and the school. Visits to the schools are also warmly welcomed and encouraged. Please contact Ben Watson, Business Manager on 0191 2371505 to make an appointment.

The role is working five days per week, but we may consider a four day week or job share for the right candidate (s). You will be working across Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School, expecting to be at least one full day per week in each school. The working hours will be 8.30am to 4.30pm with a 30 minute lunch break, although these times may change to meet the operational needs of the schools.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on Tuesday 22nd June 2021 by e-mail to vacancies@svf.org.uk**. It is intended that interviews will take place on Tuesday 29th June 2021.

Further information about all of our current vacancies is available at: <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Counsellor	Directorate: Schools		Office Use
Grade: Band 6	Workplace: Seaton Valley Federation		JE Code: S1548
Responsible to: SVF Mental Health Lead (with additional day-to-day direction from pastoral leads in each school)	Date: May 2021	Manager Level:	

Job Purpose:

To provide a professional counselling service across the federation, mainly for young people and occasionally for adults.

Staff:	None
Finance:	None
Physical:	Management of in-house confidential data systems/office equipment accuracy and security of databases
Clients:	Staff and students

Duties and Key Results Areas

Organisation

1. To establish and maintain effective contact with federation staff and other relevant workers
2. To monitor and maintain suitable case records of the counselling
3. To contribute to in-service training for federation and community staff
4. To work closely with the federation's Senior Leadership Team and pastoral teams in each school
5. Take a lead in bereavement guidance and critical incident work across the federation

Administration

1. To be proactive in making the counselling service known to young people and others who may wish to use it
2. To attend and/or prepare reports for federation management/governors meetings
3. To present data to senior management and governors of the federation on a regular basis regarding the service (this data would be anonymous as regards individual clients)
4. To review and update policy documents in line with the development of the service
5. Coordination with external agencies who are working with students in school
6. To create ways whereby users of the service can access support appropriate to their needs

Responsibility

1. To ensure that confidentiality is afforded appropriate consideration in all aspects of the service and adhere to the BACP Code of Ethics
2. To network and liaise with personnel from other agencies including post 16 transition work
3. To attend supervision with a suitably qualified supervisor
4. To evaluate the service and oversee referrals

General Responsibilities

1. Comply with and assist with the development of policies and procedures relating to child protection, health and safety, equal opportunities, e-safety, confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the federation.

3. Participate in training and development, and other activities that contribute to the management of performance
4. Attend and participate in regular meetings.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working pattern:

Working conditions:

Own transport required to be able to travel frequently between all schools within the Seaton Valley Federation and attend external meetings.

Normally Monday to Friday with occasional need for evening and weekend work.

Normally indoors, office based.

PERSON SPECIFICATION

Post Title: Counsellor	Schools: Seaton Valley Federation	Ref: S1548
Essential	Desirable	Assess by
Knowledge and Qualifications		
To hold a recognised Diploma in Counselling To be accredited, or working towards accreditation, by the BACP, UKCP, or an equivalent body To have knowledge and awareness of issues of concern to young people and others		
Experience		
Experience of working with young people in a support context Proven group work skills	To have an understanding of working within an educational setting To have worked in an inter-agency network	
Skills and competencies		
To be able to maintain records and to have the capacity to compile and present reports on their work To be willing and able to deliver in-service training to staff To possess good communication, social and organisational skills, and be able to take responsibility for own work schedule To be flexible in terms of working with young people and adults in school and the wider community	To have knowledge of welfare issues To have experience of creating or using recording and monitoring systems	
Physical, mental and emotional demands		
Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.		
Other		
To hold a full UK driving licence Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	

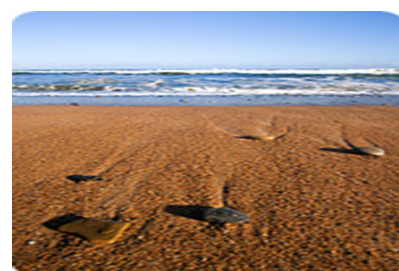
Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Customer Services and public library.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to Equality and Diversity

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

www.svf.org.uk/our-federation/policies

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description and person specification for the post and the application guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed by noon on Tuesday 22nd June 2021** to: vacancies@svf.org.uk. Please quote Counsellor in the subject of the e-mail. In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval NE25 0BP
Telephone: 0191 2371505
Website: www.svf.org.uk