



BLOXHAM SCHOOL VACANCY INFORMATION FOR:
SCHOOL COUNSELLOR

Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 560 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.



JOB DESCRIPTION

Bloxham School is looking to appoint for January 2025, a dedicated and compassionate School Counsellor to provide an independent, professional and confidential counselling service to students at Bloxham School through individual sessions. Please note that monthly supervision would be paid for by the School.

Responsibilities will include:

- Upholding good counselling practice as outlined by the BACP* ethical framework (*or equivalent counselling body such as the UKCP) and current guidelines for working with young people.
- Maintaining confidentiality, except in those circumstances, in line with BACP ethical framework (or equivalent) where this may be breached.
- Upholding the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies.
- Keeping appropriate accurate and up to date, confidential records using systems set up within the service with due regard to professional, ethical and GDPR guidelines.
- Playing an active role in safeguarding the welfare of children and young persons for whom you are responsible and come into contact.
- Ensuring full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of Bloxham School or local Children's Services as appropriate.
- Maintaining up to date awareness, knowledge and training in Safeguarding and Child Protection and other key legal, ethical and other responsibilities relating to young people.
- Ensuring continued compliance of Counselling Service Team with BACP, UKCP or equivalent body registrations and Accreditation schemes.
- Liaising where appropriate with the Designated

Safeguarding Lead, Deputy Head (pastoral), Heads of Year, School Nurses and other staff to ensure the effective operation of the service and to support young people with due regard to counselling boundaries including client confidentiality.

- Providing relevant information or liaise with professionals where appropriate, and with client consent, to support external referrals to specialist services ie CAMHS.
- Attending regular professional supervision in line with ethical guidelines for the counselling profession.
- Consulting initially with the Deputy Head Pastoral about any problems occurring regarding the service or concerns about students.
- Contributing to PSHE & wellbeing programmes or extracurricular activities such as parent talks as appropriate where not in conflict with the delivery of the core counselling service.
- Assisting in the running of the Peer Mentor scheme, including running training sessions twice a year.
- Attending Pastoral Meetings, Staff and CPD meetings as appropriate.
- Contributing to CPD for staff on Wellbeing and Mental Health Issues
- Being responsible for their own Professional Development, updating knowledge and awareness through Continuing Professional Development activities including reading, research and CPD training.
- Assisting with the production of a wellbeing bulletin to the Bloxham community every half term.



PERSON SPECIFICATION

Essential Criteria

- The ability to build and form good relationships with students, colleagues, parents/carers and external agencies
- Post-graduate Diploma or master's level in Counselling or Psychotherapy
- Accreditation to Governing Body i.e. BACP or equivalent
- Experience working with adolescents
- The desire to work with young people
- The ability to build and form good relationships with parents/carers, students, colleagues and external agencies
- Ability to work independently, manage own caseload and use initiative
- Knowledge of local mental health and CAMHS Service
- Administrative experience including use of digital technology
- High attention to detail and a high level of accuracy
- Working to deadlines
- Ability to cope under pressure
- Ability to ensure confidentiality of information

Desirable Criteria

- Further therapeutic training or qualification in working with adolescents
- Previous experience of working in a school / educational environment
- An empathy with the aims and ethos of the School.

KEY INFORMATION

- **Start Date:** January 2025
- **Accountable to:** Deputy Head Pastoral
- **Working Hours:** 14 hours per week, days flexible
- **Salary:** Depending on experience
- **Closing Date:** 9am on Tuesday 27th August 2024



HOW TO APPLY

To apply for this role please complete the Bloxham School application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 724379 or at recruitment@bloxhamschool.com.

We look forward to receiving your application.

BENEFITS

- Enrolment in the School's defined contribution pension scheme
- Meals and refreshments provided during working hours
- Strong, supportive staff community
- Free parking on site
- Opportunities for continuous professional development
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/ he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.