



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Pastoral Counsellor**

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## Job advertisement

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### 1 Counsellor Pastoral

**Scale PO1 • 3 days a week, term time only, two year contract in first instance**

#### **Purpose of job:**

The Pastoral Counsellor's main role is to provide support for vulnerable pupils. The vulnerable students at SNS include those working with CAMHS, pupils on a CP plan, and pupils with social care involvement.

The role also involves preventative work with students who are at risk of becoming school refusers.

#### **The role:**

**All posts require a minimum of 5 A\* - C grade GCSE or equivalent in Maths & English.** The post requires a counselling qualification (or desire to work towards one) and experience of working with young people in a counselling capacity.

#### **The Inclusion Faculty:**

The Inclusion Faculty has a large team of enthusiastic and committed staff aiming to ensure all pupils at Stoke Newington School & Sixth Form fulfil their potential and fully participate in the school curriculum and community. We achieve this by providing a variety of interventions and support within lessons and in small groups as well as through extra-curricular activities.

We provide an outstanding provision for students with special needs and our work is recognised and well regarded across the borough. Our aim is to ensure we continue to be outstanding in all we do. As a team our expectations and aspirations for pupils is high and we work hard to ensure young people have the confidence, self-esteem and independence necessary to achieve their goals.

The Inclusion team is made up of highly trained and experienced Learning Support Assistants, specialist SEN teachers, pastoral counsellors and student support workers. This large and diverse team ensures a wide range of needs can be supported at Stoke Newington School & Sixth Form. We work closely with outside agencies and specialists including speech and language therapists, occupational therapists, educational psychologists and the child and adolescent mental health services.

The Inclusion Team also run a variety of popular activities at lunchtime and after school such as homework clubs, games rooms, a football team and a gardening club. These aim to ensure young people are able to participate fully in school life and are an important factor in raising their self-esteem.

#### **The School:**

Stoke Newington School & Sixth Form is a "good with outstanding features" school. We pride ourselves in providing our students with inspiring and creative teaching and learning

opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential. We are particularly interested in hearing from applicants interested in supporting students with dyslexia or students with physical disabilities.

**Applying for the role:**

If you are interested in joining our team then please email [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) for further information and an application pack. Alternatively, you can download an application pack (word) from our website <https://www.stokenewingtonschool.co.uk/jobs>

Completed application forms can be emailed to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)

The closing date for receipt of applications is **15<sup>th</sup> September 2017**.



## Job advertisement

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**Job title:** Pastoral Counsellor

**Directorate:** Stoke Newington School

**Reporting to:** Social Inclusion Leader

**Grade:** P01 - 3 days a week - term time only - two-year contract with possibility of extension

### **Main duties and responsibilities:**

- Supporting vulnerable students, to overcome obstacles to learning
- Addressing the needs of students with long term attendance issues
- Implementing small groups to support achievement and attendance
- Responsible for a case load of vulnerable students, including those with mental health issues
- Act as a lead contact for Child Protection and Looked After Children within the school.
- Initiating creative responses to underachievement reflecting the schools media arts status

### **Support for Students**

- To support children and young people with challenging behaviour, modelling strategies and monitoring the effectiveness of support programmes.
- To liaise with parents and the school staff in relation to implementing learning/behaviour support programs.
- To support the emotional needs of students.
- To support the KS4/5 transition process, providing advice on choices and helping with completion of forms and taking capacity to cope with change into consideration.
- To participate in the Year 6/7 transition process including visiting primary schools, identifying students with particular needs and highlighting them to other staff, undertaking new intake interviews, informing planning for provision around needs and running student transition support groups and parent support workshops.
- To plan and lead on programmes for children who are experiencing difficulties, in conjunction with teachers and Educational Psychologists on the team.
- To work with referred children as appropriate.
- To record interventions, submit returns, timetables and lists of children seen, as required.

### **Internal and External Liaison**

- To liaise with teaching staff about students
- To attend regular supervision and feedback meetings with the Inclusion Faculty and Student Support Network as required.

- To carry out home visits.
- To lead in multi-agency casework, facilitating meetings, making referrals and collating information.
- To work closely with the external agencies on the Swift and Easy Referral
- To manage and supervise counsellors including making referrals, providing advice and guidance, discussing cases and identifying strategies.
- To network with external agencies and other Learning Mentors.
- To liaise with professionals in the Education Service, Social Services, Youth Offending Team and the Health Service and Inclusion Team as required.
- To play a lead role in establishing alternative behaviour and social skills, modelling strategies and providing feedback to school staff.

#### **With regard to child protection**

- To be up to date with the key legislation and guidance underpinning the organisation's policy for responding to concerns about a child's safety or welfare
- To decide what steps the organisation needs to take to ensure the safety and welfare of children and young people with whom it has contact
- To state the blocks inhibiting children from disclosing abuse and respond effectively to a child who does disclose
- To state blocks to staff reporting concerns and how to overcome these
- To make appropriate decisions about the action to take when informed of a concern about a child or young person
- To work closely with Social Services, medical services and the Police with regard to disclosures and referrals.
- To know what is likely to happen following a referral to children's social care and what further role they may have
- To know the main issues in connection with recording and sharing of information, including that of confidentiality
- To maintain an awareness of the emotional dimension of safeguarding work and identify a network for personal support
- To know the school's child protection policy and procedures
- To be the key school link person for a child who discloses abuse
- To be responsible for regular whole-staff Child Protection training.

#### **With regard to looked after Children**

- To take lead responsibility for Looked After Children.
- To undertake co-ordination and administration of PEP meetings.
- To liaise with the Looked After Children Social Worker Team.
- To monitor and report on attendance and attainment, promptly identifying and addressing potential issues.
- To act as Key Worker to designated students

#### **Other**

- To support the behaviour policy of the school and provide support as directed by the Head of Inclusion.
- To provide a counselling service to staff on work and personal issues and in times of school crisis.
- To attend and deliver in-service training, as required.

- To understand and comply with the school's equal opportunities policy.
- To uphold and comply with the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation and policies and procedures relating to health and safety at work.
- To provide counselling and support for families and vulnerable students.

This is a description of the main duties and responsibilities of the post at the date of production.

The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

### **General Requirements**

- Enhanced CRB check
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.