

**PART-TIME  
COUNSELLOR &  
WELLBEING  
SUPPORT  
JOB  
INFORMATION**



RGS



## **PART-TIME COUNSELLOR & WELLBEING SUPPORT**

### **Newcastle upon Tyne Royal Grammar School**

To start after the Easter holiday

#### **THE POSITION**

We have a rare opportunity for someone to join us initially as a part-time school counsellor and wellbeing support. Working under the Deputy Head Pastoral (and designated safeguarding lead) we feel this is a critical role in this high-achieving school.

We are seeking to appoint a qualified School Counsellor to further develop and embed outstanding mental health and wellbeing provision across our school community, to build on and enhance the existing provision.

They will be responsible for the provision of a high-quality counselling service to students and staff using a wide range of therapeutic interventions and support the wellbeing of our community across the Junior and Senior schools.

The position arises due to the retirement one of our long-serving part-time counsellors, and the evolution of the wellbeing support that we offer in School.

#### **THE SCHOOL**

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships. In December 2020, we were named as the North East Independent School of the Decade by the Sunday Times.

RGS has grown substantially in recent years. There are now some 1,320 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

#### **PRINCIPLE DUTIES**

The following list is not exhaustive but is a guideline as to the main requirements of the role.

- To work alongside our existing counsellor to offer counselling to Junior and Senior school students and staff for a range of social, emotional and mental health issues
- To provide students and staff with a safe and non-judgemental way to voice their concerns or worries
- To work with our pastoral teams to support our students on a range of wellbeing and mental health issues that may arise
- To work with the Heads of PSHE to complement the PSHE schemes of work and wellbeing events across the Junior and Senior schools

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**Deadline:** 9am Monday 8<sup>th</sup> March 2021

**Contact:** Deputy Head Pastoral Sarah Longville, [s.longville@rgs.newcastle.sch.uk](mailto:s.longville@rgs.newcastle.sch.uk)



- To work with the Learning Support team, to help support students on our SEND register with any mental health concerns
- To facilitate group sessions on issues that are affecting our young people, such as anxiety, self-harm, raising resilience and raising self-esteem, for example.
- To be a significant part of our whole school approach to wellbeing and mental health in the school, in-line with the guidance from *Mentally Healthy Schools for England*, the National Children's Bureau and the government
- To be an advocate for mental health and wellbeing to and support the goal that the whole school works together and is committed to being a mentally healthy school
- To develop relationships with external agencies who offer support to our school community and / or individual students on matters relating to mental health issues
- To contribute regular reflections and evaluations to help develop the wellbeing and mental health practice in school
- To assist in raising awareness within are whole school community of mental health issues, for example through school social media, displays, assemblies, seminars and talks, etc.

## **QUALIFICATIONS / TRAINING / KNOWLEDGE / SKILLS**

### **The ideal candidate will:**

- Have, as a minimum level of qualification, a professionally accredited (BACP) Diploma in Counselling, be registered with BACP (British Association for Counselling and Psychotherapy) and the UKCP (UK Council for Psychotherapy) or similar registration, with both adult counselling and child counselling qualifications and experience
- Minimum of two years' experience of working and providing counselling in a school setting
- Ideally be able to offer a range of therapies, to a range of ages
- Work well both individually and as part of a team to make a difference to the lives of students and staff
- Be motivated, forward thinking, reflective, creative, and passionate about improving mental health outcomes for our community
- Be flexible and adaptable with working arrangements as this role evolves
- Be able to work on own initiative to plan and evaluate, and manage a varied workload
- Be able to track and monitor the effectiveness of their interventions, and communicate this to the pastoral teams within the constraints of their confidentiality agreements
- Have excellent communication skills and be someone who is good at establishing and developing positive relationships with a range of ages, genders and characters
- Be committed to supporting the development of young people in an independent school

We are particularly interested to receive applications from those with experience of engaging those who are harder to reach, or to have strategies to improve their engagement – for our School that would be young males, male staff, and those with ASD traits.

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## MAIN TERMS AND CONDITIONS

- Start date: as soon as possible after the Easter holidays – can be negotiable.
- Working hours will be on a part-time basis working the equivalent of three days a week, term time only plus an additional 5 days – 1 day being the mandatory safeguarding training day at the start of each academic year and 4 additional staff training days
- A full working day is 7.5 hours per day, from 8.30am to 4.30pm with 30 minutes for lunch.
- The salary for this post will be in the region of £30,000 - £33,000 FTE (pro rata for 22.5 hours and term time only plus 5 days = £14,331 - £15,762pa) depending on experience and qualifications.
- Paid holiday entitlement will be based on 31 days plus Bank Holidays and will be pro rata to reflect the part time and term time only status of the role (18.5days per year). All annual leave will be deemed to have been taken during school holiday periods and holiday pay and will be incorporated into the annual salary and divided equally over 12 months of the year.
- During school term time, members of the RGS Support Staff are provided with a free lunch in the school Dining Hall.
- The school would look to cover the costs of the relevant supervision, insurance and professional membership subscriptions that would directly support this role.
- The School Counsellor will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- Pension - The School offers a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.

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- Death in service scheme with Aviva of 5x annual salary.
- Education - the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Car Parking – There is a staff car park on site with limited spaces available.
- All RGS staff are required to work in accordance with the school's health and safety policy, a copy of which will be made available.

## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants. If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want. There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

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## HOW TO APPLY

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

Please read the Information for Applicants with particular care before applying. And please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted CV provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications;
- a satisfactory Enhanced Disclosure Report from the DBS.

Interviews will be held shortly after the closing date. We will hope to make the appointment on the day, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS. Potential candidates are welcome to come and visit the school.

If you have any queries please do not hesitate to email or to call the Deputy Head Pastoral, Sarah Longville, on 0191 281 5711, [s.longville@rgs.newcastle.sch.uk](mailto:s.longville@rgs.newcastle.sch.uk).

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### **Equal Opportunities**

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

### **Safer recruitment**

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

### **CONTACT DETAILS**

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

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