

**SELF EMPLOYED
PART-TIME
COUNSELLOR
INFORMATION**



RGS



SELF EMPLOYED PART-TIME COUNSELLOR

Newcastle upon Tyne Royal Grammar School

To start September 2021

THE POSITION

We have a rare opportunity for someone to join us as a **self-employed**, part-time School Counsellor who will provide high-quality counselling service to students and staff.

You will work across both our Junior and Senior Schools to create a relationship of trust, enabling confidential dialogue to aid emotional independence, resilience and mental well-being for both staff and students. The sessions will largely be face-to-face and held on our school site. 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. We are ideally looking for someone who has experience of using CBT or a wide range of therapeutic intervention. Experience of working with young people is essential.

The position arises due to the retirement of one of our long-serving Counsellors and you will work alongside our existing School Counsellor.

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.



Job description: Part-time, self-employed School Counsellor

Deadline: 9am Monday 14th June 2021

Contact: Deputy Head Pastoral Sarah Longville, s.longville@rgs.newcastle.sch.uk



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 School Counsellor to offer face-to-face 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 liaise with our pastoral and medical team to support our students on a range of wellbeing and mental health issues that may arise.
- To liaise with the Learning Support team, to help support students on our SEND register with any mental health concerns.
- 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 record and maintain all student and staff records where appropriate.
- To evaluate and report the impact of their interventions to the Pastoral Deputy Head and Governors

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
- Would have expertise in and experience of using CBT, and perhaps 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.
- Excellent time management skills with the ability to manage their own caseload and time.
- 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.
- An understanding of the need for sensitivity and confidentiality in dealing with personal data.
- Have excellent communication skills and the ability to establish and develop positive relationships with a range of ages, genders and characters.
- An understanding of the need to adhere to policies and procedures, some of which are legal requirements.
- A commitment to the independent sector in education.
- An understanding of the wider issues and responsibilities associated with working among young people in an educational environment.
- Good record of Continuing Professional Development and willingness to continue this.

We are particularly interested to receive applications from those with experience of engaging those who are harder to reach, or those who 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 OF SELF-EMPLOYED CONTRACTOR

- Start date: From the start of September – however this date is negotiable.
- Hours per week: We anticipate that the role will evolve into the equivalent of three days a week (22.5hours), term time only, plus an additional 5 days: 1 day being the mandatory safeguarding refresher training at the start of each academic year, and 4 additional staff training days. There is flexibility with how the hours can be spread over the school week and working arrangements will be discussed during interview.
- Self-Employed Rate: £35/hour depending on experience and qualifications.
- Payment terms: Payment is issued within 30 days after invoices are approved.
- The candidate would be expected to demonstrate they have up to date and sufficient professional liabilities insurance and will be responsible for their own professional membership subscriptions that would directly support this role.
- All self-employed contractors are required to work in accordance with the school's key policies including the RGS Safeguarding Policy, Staff Behaviour Policy, Health and Safety Policy and Privacy Notice, copies of which will be made available on induction.



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 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.

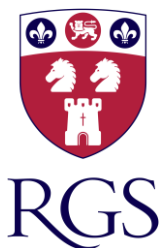
There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

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) and read this 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.

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 RGS Application Form provides a continuous record of education and employment from age 16;
- provision of at least two satisfactory references, at least one of which must be from your most recent / current employer or client;
- 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;
- verification of your Identification and right to work in the UK;
- an Enhanced DBS check with Children's Barred list check will be made for the successful candidate;
- overseas police check where applicable.

Interviews will be held shortly after the closing date. We will hope to make a decision to engage on the day, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working with 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.

Equal Opportunities

We are keen to ensure that our staff and the self-employed contractors who work with us come 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 and school counsellors are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for appointment 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.

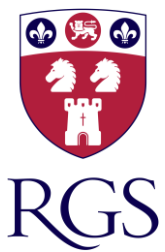
Safer Recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff self-employed contractors 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.

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CONTACT DETAILS

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Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

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