



# John Mason School

## Abingdon Learning Trust

School Counsellor  
RECRUITMENT PACK

21 March 2023



John Mason School  
Excellence Through Creativity

## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.





## JOB DETAILS

**POST OF:**

**AT:**

**SUMMARY OF ROLE:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

School Counsellor

John Mason School

To provide excellent, high-quality confidential counselling support to our students

As soon as possible

Permanent, part-time

Grade 9, Point 23-26

# Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at John Mason School.

If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available to our young people; and, of course, a group of youngsters who embody the school's key values of:

- Proud of our creativity
- Passionate about learning
- Keen to inspire
- Valuing ourselves and each other
- Determine to be the best we can be

As governors we are mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student. We believe that our support, and the challenge we provide, are part of what makes John Mason School a good school.

We hope that you will be inspired to work here, and will want to be part of John Mason School's journey to becoming an outstanding school. You will receive good support, and opportunities for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to receiving your application.

Sam Gosling





# Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at our Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and obviously within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, and this means we can offer further breadth to our post-16 curriculum as well as opportunities for collaboration of teachers.

We offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



## DESCRIPTION

### MAIN RESPONSIBILITIES

#### Counselling

- To develop and maintain a high quality counselling service for the students in school that enhances their mental health and wellbeing.
- To offer students individual counselling and support.
- To work with a diverse range of issues including bereavement and loss, transition, eating disorders and self-harm, depression, anger management and erratic behaviour, abuse of any kind, anxiety and fears.
- To uphold good practice as described by the BACP ethical guidelines.
- To take the lead in professional consultations with staff, parents/carers, general practitioners, psychiatrists, mental health workers, social workers, school nurses, hub workers and educational psychologists.
- To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health.
- To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
- To attend meetings or discussion sessions with parents/carers if asked and as appropriate within agreed confidentiality guidelines.
- To deliver counselling interventions via groups, psychoeducation or other appropriate forms of interventions.

#### Collaboration with School Staff/External Agencies

- To provide consultation and training to staff whose role it is to support students in distress.
- To liaise with the pastoral management team.
- To liaise, where appropriate and with the student's consent, with members of staff.
- To liaise with school staff and other professionals as appropriate to ensure the effective operation of the service.
- To network with personnel from other agencies with a view to easing referrals and accessing specialist consultants.

#### Safeguarding and Student Wellbeing

- To play an active role in Safeguarding children and adhering to and working in consultation with school child protection policies.
- To maintain confidentiality (except in those circumstances, in line with BCAP practice, where this should be breached).
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.





## Record Keeping, Reporting and Assessment

- To keep suitable case records on counselling in a secure place.
- To report on a regular basis on numbers using the service and give a general overview of the types of problems with which the users of the service are presenting.
- To be responsible for producing an annual report, including writing an annual review, that reflects current trends and the counselling services performance, and presenting the report to the Senior Leadership Team.
- To ensure continued compliance with BACP registrations and Accreditation schemes.
- To undertake regular evaluation and monitoring of all aspects of the clinical delivery of counselling and where appropriate make or recommend changes. This will include reviewing operational policies for the counselling service.

## Professional Development

- To maintain a high level of knowledge and awareness of changes and developments in the fields of counselling and education and their impact on the delivery of counselling.
- To be responsible for their own Professional Development maintenance and updated knowledge and awareness through Continuing Professional Development (CPD).
- To attend regular supervision with a suitably qualified supervisor that comply with your accrediting body (a contribution to the costs will be made by the School).
- To attend INSET as required and to participate in the school's annual Performance Management System.

## Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.
- To work with the Senior Leadership Team in setting a culture within the school that supports the mental health and wellbeing of the community as described in the school's Mental Health and Wellbeing policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



# Person

## SPECIFICATION

<b>Education and Qualifications</b>	<ul style="list-style-type: none"><li>• Post-graduate Diploma or Masters level in Counselling or Psychotherapy</li><li>• BACP Accreditation, UKCP registration or BPC</li><li>• Further therapeutic training or qualification in working with children and young people</li></ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• An understanding of the developmental, emotional, social and educational issues of children and young people</li><li>• An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds</li><li>• Knowledge of local mental health and CAMHS Service</li><li>• Knowledge of Children's Act and legislation pertaining to children</li><li>• Minimum of 1 years' experience of working with children and young people</li><li>• Experience of working with adult clients</li><li>• Experience of facilitating groups</li><li>• Experience of working as part of a multi-disciplinary team</li></ul>
<b>Skills, Abilities and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Good written and verbal communication skills</li><li>• Ability to work independently, manage own caseload and use initiative</li><li>• Ability to work under pressure</li><li>• Ability to work with change</li><li>• An interest in ongoing professional development</li><li>• Positive communication and listening skills</li><li>• Patience, tolerance and sensitivity</li><li>• A mature and non-judgemental outlook</li><li>• Enthusiasm</li></ul>
<b>Safeguarding and Wellbeing</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines</li><li>• A commitment to support the School Leadership Team to set a culture which supports the mental health and wellbeing of all members of the community</li><li>• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community</li><li>• Evidence of CPD undertaken in this area (<i>desirable</i>)</li></ul>







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for as soon as possible and is part-time, and permanent.**

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here:

<https://www.johnmason.oxon.sch.uk/assets/JMS-SafeguardingPolicy-2022-2023.pdf>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

The application window opens on Tuesday 21 March 2023 with applications to be received by 12 noon on Tuesday 18 April 2023

To apply, an application form and applicant monitoring form should be downloaded from <https://www.johnmason.oxon.sch.uk/joining-us/vacancies>, completed and sent to: [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements. Interviews date to be confirmed.

Please do contact Jane Howse, Head of HR by email/phone [jane.howse@johnmason.oxon.sch.uk](mailto:jane.howse@johnmason.oxon.sch.uk) or 01235 466054 for an informal discussion about the role.

**We look forward to receiving your application.**

