



CANDIDATE INFORMATION PACK

Academy Counsellor



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Dear Applicant,

Our Vision:

‘Be the best you can’ this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of a qualified **Academy Counsellor** is crucial to support the Principal in the success of this journey.

About You:

- You have excellent interpersonal skills and a commitment to fulfilling your role to the best of your ability
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development
- You are resilient and have a great sense of humour, as you never give up.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal

SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

OUR MISSION

'Be the best you can'

Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

STAFF REWARDS AND BENEFITS

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.

Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

JOB DESCRIPTION

Post:	Academy Counsellor
Grade:	Scale SO2 (Spine Point Range 32 - 34) £34,670 - £36,486 (FTE) £30,403 - £31,995 (pro rata)
Hours:	Full time - 36 hours per week Term time only (39 weeks per year)
Responsible to:	Head of Student Services

Principal Accountabilities

- 1) To work with and support pupils across all key stages to enable them to have full access to educational opportunities and to overcome barriers to learning
- 2) To provide a confidential, effective and professional counselling service to pupils in order to support their mental health and emotional wellbeing and enable them to develop a resilience to help them cope with the difficulties they face
- 3) To work closely with the Student Services and Pastoral Teams to provide a whole school approach to mental health and emotional wellbeing for pupils and staff
- 4) To contribute to the safeguarding, promotion of the welfare and wellbeing of children, young people and staff

Main Activities and Responsibilities

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. Counselling:

- To provide a therapeutic service following relevant ethical guidelines and responsibilities (eg. BACP, UKCP or equivalent organisation) as well as working within school policies and procedures
- To work with and manage a caseload of pupils on a 1:1 basis
- To offer all pupils the opportunity to arrange drop-in sessions as needed
- To support vulnerable pupils by addressing the areas of concern as identified by the pupil and, where appropriate, the referee
- To work with a diverse range of issues including bereavement and loss, academic concerns, bullying and cyber bullying, self-harm and suicidal ideation, anxieties and fears, low mood, transition, relationships with food, struggles with difficult emotions e.g. anger and abuse of any kind
- To promote a caring and supportive environment where such concerns may be explored thereby promoting mental and emotional health
- To attend meetings or discussion sessions with parents/carers as appropriate within the work with pupils and within agreed confidentiality guidelines
- To uphold good practice as described by the BACP Ethical Framework for Good Practice in Counselling & Psychotherapy
- To manage referrals and the related waiting list to the counselling service with the Student Services Team including appropriate assessments of pupil needs

- To support pupils with referrals to known, relevant external services or in-school interventions where appropriate/needed
- To provide information on and promote the counselling service, the role of the counsellor and the boundaries of confidentiality to pupils and staff
- To periodically evaluate and develop the counselling service, making improvements in line with current legislation and guidance on best practice
- To be alert to trends and patterns of problems and explore these with the Student Services Team to identify causes and look at what might be helpful
- To be mindful of the needs of the whole school and flexible in delivering a therapeutic service
- To contribute to the whole school approach to mental health and emotional wellbeing for pupils and staff within the Academy community by supporting a range of other interventions e.g. co-facilitating themed therapeutic & psychoeducational groups in response to pupil needs, providing staff support to the Student Wellbeing Forum, delivering assemblies etc.

2. Safeguarding

- To play an active role in safeguarding children and young people in adherence with Skinners' Academy safeguarding policies and procedures, maintaining a professional, ethical and confidential approach at all times
- To work with the Designated & Deputy Safeguarding Leads (and where appropriate other school staff) and liaise with external agencies and parents/carers to support pupils and staff around safeguarding issues
- To maintain confidentiality in accordance with the Counselling Confidentiality Policy and relevant association e.g. BACP guidance, seeking advice from a clinical supervisor, relevant association e.g. BACP ethical helpline etc. where appropriate

3. Collaboration with Academy staff/external agencies

- To support the multi-disciplinary work on offer within the Academy
- To develop a full knowledge of the range of in-school and external activities, courses, organisations that could be drawn upon to provide extra support for students
- To have a thorough knowledge of mental health provision locally and nationally
- To work alongside the Student Services Team in multidisciplinary and partnership working with other departments e.g. the Behaviour Team and external agencies/organisations e.g. CAMHS, Off Centre, to take a holistic approach to supporting the mental health and emotional wellbeing of pupils
- To contribute to supporting staff mental health & emotional wellbeing e.g. by signposting to local support services, sharing relevant online information etc.
- To contribute to the whole school approach to mental health & emotional wellbeing by collaborating with, supporting and training staff in this area
- To liaise with the Heads of School, Heads of Year and other relevant staff e.g. SENDCo, as and when appropriate with any necessary pupil consent
- To provide relevant information to the Student Services Team in line with the confidentiality policy in advance of any multi-agency meetings, e.g. Child Protection Reviews / Conferences
- To work in partnership with other agencies to best support pupils, manage crisis, provide a holistic approach and improve the Academy's internal therapeutic service

4. Record keeping and reporting

- To keep suitable case records related to the counselling service, stored securely in line with current and relevant guidance and legislation

- To measure the service outcomes with pupils on a regular basis using CORE-YP and the Skinners' Academy Counselling Service questionnaire
- When required to report on numbers using the service and give a general overview of the types of issues with which pupils are presenting
- To be responsible for producing an annual report and presenting the report to the Student Services Team, Senior Leadership Team and Governors
- To undertake regular evaluation and monitoring of all aspects of the clinical delivery of the therapeutic service and where appropriate make or recommend changes. This will include reviewing operational policies for the counselling service with the Senior Vice Principal

5. 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 a therapeutic service at the Academy
- To ensure continued compliance with BACP, UCKP or relevant association's registration and accreditation schemes
- To be responsible for their professional development maintenance and updating knowledge and awareness through Continuing Professional Development (CPD)
- To attend Skinners' Academy PLD sessions as required and to participate in the school's annual Performance Appraisal System

6. Clinical supervision

- To be arranged and undertaken by the Academy Counsellor and charged to the school in line with relevant association e.g. BACP, UKCP requirements, ethical consideration and the counsellor's wellbeing in terms of case/workload

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Working with pupils and their families
- Working with the Senior Leadership Team, Heads of School, Heads of Year, Head of Student Services, Advisers, subject staff, Curriculum Leads, administrative staff, SEN and Behaviour Team departments
- Working with external agencies such as Social Care, Police, Young Hackney, CAMHS, Alternative Provision providers
- Monitoring how vulnerable pupils are and using a number of strategies to address the needs of the pupils
- Taking part in meetings as directed by the Senior Leadership Team and the Head of Student Services
- To support the Academy's vision of pastoral support and Behaviour for Learning
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies

- Adopting Client Care and Quality Assurance initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Person Specification

Job Title: Academy Counsellor

	Essential	Desirable
Qualifications:		
A therapeutic qualification at post-graduate diploma level or equivalent recognised by a relevant association e.g. BACP, UKCP	✓	
Educated to A level or equivalent (minimum) with GCSE in English and Maths	✓	
Further therapeutic training or qualification in working with children and young people	✓	
A minimum two years post qualification experience		✓
Experience:		
Membership and/or registration with relevant association e.g. BACP, UKCP	✓	
Experience of working with vulnerable young people	✓	
Knowledge of legislation relating to children and young people	✓	
Knowledge of local support organisations and CAMHS services	✓	
Collaborative working with colleagues in a multi-disciplinary setting	✓	
Understanding of the developmental, emotional, social and educational issues of children and young people	✓	
Ability to work with a range of needs of people from diverse ethnic, cultural and social backgrounds	✓	
Experience of safeguarding and CP protocols	✓	
Understanding of working in a school environment or other educational setting	✓	
Experience of therapeutic group work facilitation		✓
Skills:		
Ability to use IT effectively	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Able to work with flexibility to meet the needs of the whole Academy community	✓	
Excellent communication and organisational skills	✓	
Work effectively with children and young people, and with adults	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Good interpersonal skills including being empathic, genuine and non-judgemental	✓	
Excellent record keeping skills	✓	
Ability to liaise with external agencies; Social Care, Police, etc.	✓	
Ability to maintain a professional and confidential approach at all times	✓	
Equal Opportunities:		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Understanding of the needs of bilingual pupils	✓	
Understanding of special educational needs	✓	

Academy Counsellor

Salary: Scale SO2, Spine Point Range 32 - 34
£34,670 - £36,486 FTE (£30,403 - £31,995 pro rata)

Contract Type: Permanent, Term Time only
Required: Immediate Start
Location: North Hackney

We are seeking to appoint a qualified Counsellor to provide an individual counselling service for pupils following best practice in line with BACP/UKCP guidance and current legislation around working with children and young people. The role also involves contributing to the whole school approach to mental health and emotional wellbeing for pupils and staff within the Academy community.

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- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to:
recruitment@skinnersacademy.org.uk.

Please note that we do not accept CVs.

The closing date for applications is 9am on Monday 6th December 2021
Interviews will be held in w/c 13th December 2021