



# BRIDGE ACADEMY

## Counsellor (Part Time) Information Pack



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Friday 27<sup>th</sup> January 2023.**

Yours faithfully,



Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**All appointments will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link:

<https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries including recruitment & retention allowances, in some cases.

### **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.

### **Cycle Scheme and Green Commute Initiative**

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

## **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

## **Our Award-Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

### **ICT suites**

- 3 purpose-built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

#### **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.

#### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.



## JOB DESCRIPTION

<b>Job Title:</b>	Counsellor (Part Time)
<b>Responsible to:</b>	Counselling Department (2 members of the team)
<b>Working Pattern:</b>	1 day per week (7.5 hours) or 2 half days per week (flexible working hours depending on the needs of staff/students)
<b>Point Scale Range:</b>	34 - 38

### Job Purpose

To provide personal counselling to staff and sixth form students as required.

### Main Duties and Responsibilities

- Undertake initial assessments with sixth form students presented to the service, or staff who refer themselves to the service. Negotiate confidentiality, assess the needs and decide upon an appropriate intervention or referral.
- Offer an agreed number of counselling sessions to staff or sixth form students within an appropriate psychotherapeutic model on a short or medium-term basis.
- Run therapeutic groups for sixth form students as and when the need arises.
- Familiarise yourself with and adhere to policies on confidentiality, consent and risk assessment etc.
- Keep confidential records and also accurate statistics for the purpose of annual monitoring and evaluation.
- Create and maintain good working relationships with colleagues and external agencies.
- Ensure confidentiality of staff/student's personal information in accordance with the Data Protection Act.
- Attend regular, external clinical supervision in accordance with BACP guidelines.
- Keep abreast of current research and practice in the field of counselling. Increase and extend skills bases by participating in relevant workshops and training events.
- Contribute to meetings and discussions where appropriate.
- Publicise and raise awareness of the counselling service with students, staff and parents/carers via the school website and other appropriate means.
- Liaise as appropriate with staff to identify students at risk or in need of counselling support.
- Assess and evaluate the effectiveness of the counselling service in accordance with agreed objectives.
- Familiarise yourself with safeguarding and child protection policies and liaise with the Designated Safeguarding Leads/Safeguarding Team when appropriate.

- Undertake other duties appropriate to the post, as may be reasonably required from time to time by the Counselling Department or the Senior Leadership Team.

### **Professional Standards**

- Carry out your role in a professional, positive and proactive manner.
- Deal courteously with colleagues, students and staff.
- Maintain strict confidentiality with regards to issues relating to students, other staff and Academy business.
- Set a good example to students.
- Be supportive at all times of the Academy's aims and ethos.
- Work as part of a team to support the Academy's objectives.
- Be familiar and comply with the Academy's policies as set out by the Governing body.

# JOB SPECIFICATION

## Qualifications and Training

The post holder must have the following qualifications and training:

- A qualification in higher education at degree level.
- A qualification in counselling at professional diploma level recognised by the BACP or UKCP.
- Membership of the BACP or UKCP.
- Accreditation or eligibility for accreditation with the BACP or UKCP.
- Training in short and medium-term counselling.

## Knowledge and Understanding

- Knowledge of issues around consent, confidentiality and risk assessment.
- An understanding of the issues which students bring to counselling services and of factors influencing the mental health of students.
- Knowledge and understanding of safeguarding/ child protection and health and safety practices and procedures.

## Experience

- Providing counselling to a diverse client group from a variety of cultural and ethnic backgrounds and with a high level of social need.
- Working with a range of people with common emotional and mental health difficulties.
- Working within an educational setting.
- Different counselling models to meet different needs irrespective of individual therapeutic training.
- Short and medium-term assignments.
- Assessment and evaluation.

## Skills and Abilities

- A flexible approach and an ability to undertake a range of duties including initial assessments, group work and staff/sixth form students one-to-one counselling.
- Ability to work as part of a multi-disciplinary team with professionals inside and outside the Academy.
- Ability to work calmly under pressure.

## Counsellor (Part Time)

**Job start:** Immediate upon the completion of the pre-employment checks process.

**Scale Point Range:** 34 - 38

**Annual Salary Range:** £6,542 - £7,182 (FTE: £38,439 - £42,199)

**Location:** South Hackney

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

### Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking an experienced part time Counsellor who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that staff members are able to thrive and that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The mental health and well-being of our staff and students is extremely important to us. Over the last ten years, our counselling service has played a significant role in ensuring that we successfully meet our aims in this area. Our onsite counselling provision makes it easily accessible and directly responsive to a cohort of students who may not otherwise seek or receive the tailored help, guidance and advice they need. We have also extended this service to our staff members who can choose to use it voluntarily. Each year we continue to receive positive and encouraging feedback from those who have attended sessions - a testament to just how valuable this resource is.

The successful candidate will join the Counselling Department currently consisting of two counsellors (job sharing - working three and two days respectively per week). The new Counsellor will provide counselling sessions for staff members and students in Sixth Form via referrals and drop in sessions; 1 day per week or 2 half days per week, depending on the needs of staff/students. If you are passionate about this field of work and the rewarding prospect this role brings; to enrich, shape and change the lives of others, we would love to hear from you.

Our sponsors UBS provide ongoing support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and school workforce privacy notice. Please complete the online application form via TES [here](#). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 27<sup>th</sup> January 2023.**

**The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.**