



**MERCHANT  
TAYLORS'  
SCHOOLS**

For Boys and Girls  
aged 4 to 18 years

**MERCHANT TAYLORS' SCHOOLS,  
LIVERPOOL**

Appointment of

**School Counsellor**

**Information for Applicants**

## **Welcome to Merchant Taylors' School**

An excellent opportunity has arisen for an outstanding and forward-thinking professional to join Merchant Taylors' family of Schools in Liverpool.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Our School is located on three sites, within walking distance of each other, the 'Schools' as a foundation incorporates 4 single sex schools with a co-educational reception to Year 2 department. The co-ed infants and junior girls are located on one site; junior and senior boys together on another site and the senior girls situated on the third site. Both senior schools have a dedicated single-sex sixth form.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the "best education for life".

The individual schools have all the benefits of single-sex education, however pupils also enjoy many opportunities to mix outside of the classroom through extra-curricular activities, drama productions and joint social events.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400<sup>th</sup> anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.

## School Counsellor Job Description

### Overview:

The School currently provides a confidential counselling service for pupils within MTS. A small team of counsellors are in school throughout the week during term-time. The counsellors are able to provide support to pupils experiencing emotional difficulties and enhance the pastoral provision of the School. Pupils may arrange to see the counsellor on their own initiative in confidence. Where a pupil arranges an appointment with the counsellor directly, staff and parents are not informed of the appointment and parental permission is not sought. Members of staff may suggest that a pupil might benefit from seeing the counsellor. Parents may also request that their daughter/son sees the counsellor. Where this is the case, the counsellor will offer the pupil an appointment, but the pupil will be under no compulsion to accept it. Once an appointment has been arranged under these circumstances, all matters discussed between the counsellor and pupil will be confidential. Confidentiality is a key facet of the counselling service. Pupils need to feel that they can trust the counsellor with difficult and painful issues so that the work will not be hindered by concerns about confidentiality. However, in exceptional circumstances where there are Child Protection issues or where a pupil appears to be at serious risk, the counsellor may have to inform the School's Designated Safeguarding Lead (DSL), or other appropriate individuals or agencies. The counsellor will only inform another person of anything that a pupil discloses with the pupil's prior knowledge that s/he has to do so.

**Responsible to:** Director of Well-being MTGS/Deputy Head Pastoral MTBS

### Specific Responsibilities

The specific responsibilities of the School Counsellor include the following. The list is not exhaustive and may change over time as new initiatives evolve.

- To offer pupils individual or group counselling
- Occasionally to offer short-term counselling support to members of staff
- To liaise with the existing School Counsellors
- To introduce the School's counselling service to new students and to remind existing students of what it offers by speaking to form groups from time to time
- To provide information to pupils, staff and parents on the counselling service, the role of the counsellor and a clear understanding of the contract of confidentiality with clients.
- To liaise with the School's pastoral team, including the school nurse when appropriate
- To meet fortnightly with the Director of Wellbeing/Deputy Head Pastoral to review trends and patterns
- To liaise with external agencies such as CAMHS and Children's Services when necessary
- To keep suitable case records on counselling in a secure place, in line with data protection legislation requirements and agreed school policy

- To present data to the senior management team on a regular basis regarding the numbers who use the services and give a general overview of the data relating to the reasons for referral for counselling. This data would be anonymous as regards individual clients
- To take part in half termly pastoral meetings to discuss pupils causing concern and pastoral case meetings where relevant
- To review and evaluate the service
- To attend supervision with a suitably qualified supervisor at the expense of the school
- To devise and, where appropriate, deliver a programme of staff training to support and develop the counselling service at school
- To take part in parents' information sessions and meetings
- To provide consultation to staff whose role is to support pupils in emotional distress
- To keep abreast of developments in Safeguarding and mental health for young people.

### **Marketing**

- To be an ambassador for Merchant Taylors' School; representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required/asked
- To assist with Open Days and other events where applicable and as directed by the line manager.

### **Other duties**

- Actively seek to implement the MTS' Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
- Actively seek to implement MTS' Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
- To undertake any other duties that may reasonably be requested appropriate to the role.

### **Person Specification**

#### **Essential**

- Education to degree level
- Holder of recognized counselling/psychotherapy qualification
- Professional accreditation by ACP, BACP or UKCP.

#### **Desirable**

- Competency in the use of ICT for administration
- Commitment to further professional development

- Good communication skills
- Understanding of safeguarding requirements and legislation in schools
- Experience of working with young people in an education setting.

### **Safeguarding Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Child Protection Officer or to the Head Teacher. The post holder must possess an enhanced DBS check.

### **Terms and conditions**

The post is tenable from November 2019. The successful candidate will be paid a competitive pro-rata salary commensurate with their responsibilities and experience.

This is a term time only role which means that you should be available to work for 35 weeks per year during school term.

The successful candidate will be able to take advantage of the benefits offered by Merchant Taylors' Schools which include:

- Free access to the fitness suite in the Ian Robinson Sports Centre as well as a discounted rate on evening and weekend facility hire bookings.
- Childcare Voucher Scheme which can enable a saving of up to £933 a year on registered childcare fees for children up to the age of 16. It must be noted that they cannot be used as payment for tuition fees at the Merchant Taylors' Schools but can be used for Aftercare, Breakfast Clubs and Holiday Play Schemes as well as for nannies, child minders, nurseries, playgroups and crèches.
- Bike 2 Work Scheme. This offers employees a saving of up to 42% on the cost of bicycles and/or safety equipment.
- Off road parking within the School grounds.
- Complimentary lunch and refreshments within the school day.
- 30 days' holiday per year (pro rata for term time only staff and paid within your salary).