



Lead Counsellor

UPPINGHAM



From the Headmaster, Dr Richard Maloney

We take our pupils' emotional and mental well-being very seriously. Over the past few years, we have invested heavily in proactive health and well-being programmes designed to help our pupils live fulfilling and balanced lives. Despite the challenges of recent years, our pupils continue to thrive, and do so by supporting and valuing each other.

Nevertheless, a number of our pupils need additional professional counselling support. We are proud of the provision we offer but want to continue to develop our services for the best benefit of the children. Consequently, we are looking for a Lead Counsellor who values working with young people and has the professional drive to ensure our emotional and mental health support is first-class.

I hope you find this a challenge you want to take on. You will find the School and town wonderful, the people fantastic, and our ambition unparalleled. We aspire for Uppingham to be the very best school and want the very best people to work with us.

I look forward to meeting you.

Dr Richard Maloney
Headmaster



Healthcare at Uppingham

Uppingham has its own dedicated health centre – Woodfield, which operates 24/7 in term time to support the pupils’ healthcare needs. The Health Centre Nurse Manager manages a team of eleven registered nurses and supports the work of other independent health professionals, including a psychiatrist and two psychologists. Uppingham Surgery provides GP clinics three times a week in Woodfield. Counselling provision forms an integral part of this Woodfield team, working from a suite of three dedicated rooms. The Health Centre building has undergone a major refurbishment in Summer 2023 to provide an even better environment from which its services can be delivered.

Pastoral Life at Uppingham

Pastoral care at Uppingham is a great strength and at the very heart of the School’s strategic vision. Every pupil belongs to one of its fifteen boarding Houses: nine for 13-18 year-old boys; five for 13-18 year old girls and one for Sixth Form girls. A boarding house will typically comprise of 50-55 pupils (boys) and 60-65 pupils (girls). The School’s make-up is diverse, with pupils joining from a wider variety of social, cultural, national and ethnic backgrounds.

Pastoral care and welfare are based around boarding house structures. The houses are central to the life of the School and strive to provide a welcoming home for every individual. The pupils are cared for, supported and nurtured chiefly by the HsM (housemistress / housemaster), a resident Deputy HsM, two non-resident matrons, and a team of six tutors. Almost all members of the teaching staff are allocated to one of the houses as tutors and spend one evening each week in the house. House teams work very closely with Woodfield to provide effective care for their pupils.

Within the wider school community, Pollies (prefects) and Wellbeing Advocates are trained to offer peer-support to fellow pupils. Pastoral support is also delivered by the Chaplaincy Team.



Safeguarding at Uppingham

Uppingham is fully committed to its safeguarding responsibilities, with a positive safeguarding culture embedded amongst all members of the School community. The School actively promotes the message that safeguarding is everyone's responsibility and ensures its approach is always child-centred.

Communication plays a key role in the School's safeguarding procedures and benefits from a collegiate and collaborative culture. The Safeguarding team at Uppingham currently consists of a DSL and 8 DDSs who work together to discuss and manage cases. The Lead Counsellor is a member of the Pastoral Support Committee, which is the formal forum in which safeguarding matters are discussed.

Safeguarding training, strategic and policy development across the Uppingham Family of Schools (currently Maidwell Hall Prep School, but with developed plans to open international schools) is headed by the Assistant Head Safeguarding and Director of Safeguarding.

The School currently uses MyConcern to record and manage safeguarding concerns, with all staff trained in how to identify and report concerns. The DSL monitors MyConcern and triages new cases throughout the school day, as well as being available for direct reports or disclosures.

The Lead Counsellor (and counselling team as a whole) plays a key role in the safeguarding provision at the school. While always respecting client confidentiality, the Lead Counsellor advises the Safeguarding Team on emerging risks and trends, offers advice to staff working with pupils, helps make assessments of risk for vulnerable pupils, and advocates for the needs of individuals. The Lead Counsellor will also build strong relationships with external agencies (in particular, CAMHS) and act as a liaison between pupil, School, and these agencies.

About the role – Lead Counsellor

The Lead Counsellor will line-manage two existing (part-time) counsellors and lead and manage counselling provision at the school. The counselling service is available to any pupil and is widely used as part of the School's pastoral care provision. Some pupils with more complex needs will receive regular therapeutic support, whilst others will visit once or twice, simply to help with a particular current challenge. The Lead Counsellor will manage their own case load of approximately 22 hours of clinical work per week, as well as triaging the caseload for the counselling team as a whole.

The Lead Counsellor will play a significant and important role in pastoral care across the entire school, providing direct pastoral support and also delivering training, support and guidance to the Senior Pastoral Team, HsMs, matrons and senior pupils, thereby helping to shape overall pastoral provision at the school.

This is an exciting and rewarding opportunity to help nurture and shape the lives of our pupils at Uppingham.

About the person

The person appointed will have significant experience in the counselling of young people. This experience could be with a school setting, but applicants from a health and/or social care background are also welcome to apply.

The successful candidate will be kind, warm and approachable, with a personality which inspires trust and confidence in pupils, parents and colleagues. They will need emotional intelligence, well-developed pastoral instincts and the empathy to support pupils who may be worried, angry or upset, along with flexibility and resilience to manage busy and unpredictable days.

Excellent communication skills are essential to allow for engaging, supportive and articulate conversations at many different levels (young people, parents and external agencies) and high-quality training to take place. The appointee will need to demonstrate excellent knowledge of BACP guidelines and safeguarding frameworks and an understanding of how to translate this into excellent counselling practice within a boarding setting. The ability to work as part of a wider pastoral team in a collaborative, open and can-do manner is vital.

Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.

Working at Uppingham

Benefits

The School offers an extensive range of benefits including a school fee discount scheme for children of staff, free gym membership, subsidised medical scheme, excellent pension scheme, and free Westfield Healthcare and Rewards package which includes discounts in retail outlets, restaurants, cinemas and with holiday providers.

Life in Rutland

Rutland – England’s smallest county – is located in a beautiful part of the country. Alongside the stunning countryside, with Rutland Water only six miles away, there are a mass of leisure pursuits on our doorstep.

The town offers a range of independent stores and its location allows access to a number of thriving cities and towns. Uppingham is equidistant between Peterborough and Leicester which have excellent shopping centres, and Leicester, Nottingham and Birmingham all enjoy first-class theatre and concert facilities. Cambridge can be reached in 50 minutes and Oxford in an hour and a half. London is an hour by train from Corby, Kettering or Peterborough.

Maidwell Hall, situated in neighbouring Northamptonshire, is part of the Uppingham Group of Schools and educates pupils from Reception to Year 8. Uppingham town has nurseries, two maintained primary schools and an 11-16 community college, with sixth form colleges in nearby towns, such as Oakham and Stamford. There is a considerable community of young children within the area.

The application process

Deadline for application:
Thursday 26 October, 9.00am

Interviews:
Wednesday 8 November

Informal enquiries to Carmela Senogles, Assistant Head: Safeguarding
cls@uppingham.co.uk

Applications must be made on the School’s application form, which can be obtained via the School website or from recruitment@uppingham.co.uk.

Completed applications must reach us by the closing date and should be returned to recruitment@uppingham.co.uk or by post to:

HR Department, Uppingham School
High Street West, Uppingham, Rutland LE15 9QE

Uppingham School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.

At Uppingham School, we value a truly inclusive, fair and equal work environment for all. Opportunities to work at Uppingham School are open to all, at all levels. We want to further increase the diversity of our workforce and actively encourage and welcome applications from candidates who have black, Asian, and minority ethnic backgrounds.





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Job Description

Job Title: Lead Counsellor
Reports To: Health Centre Nurse Manager

Job Context

The Lead Counsellor has responsibility for leading the counselling provision at Uppingham School. They will work closely with other School Counsellors, the School Health Centre (Woodfield), the Senior Pastoral Team and boarding house pastoral teams in providing pastoral care and therapeutic support to pupils.

Uppingham School is a co-educational, full boarding school serving 850 pupils aged 13-18. The teaching staff number 110. There are 23 academic departments, each led by a Head of Department and 15 boarding houses, each run by a Housemaster or Housemistress (HsM).

Pastoral care at Uppingham

Pastoral Care at Uppingham is a great strength and at the very heart of the School's strategic vision. Uppingham has fifteen Houses: nine for 13-18 year old boys; five for 13-18 year old girls and one for Sixth Form girls. A boarding house will typically comprise of 50-55 (for boys) and 60-65 (for girls) pupils, aged 13-18, from a variety of social, cultural and ethnic backgrounds.

Pastoral care and welfare are based around boarding house structures and houses are central to the life of the School. Pupils eat all their meals in their own house and at lunch the houses entertain guests, members of staff, and visiting prospective parents and pupils.

The pupils are cared for, supported, and nurtured chiefly by the HsM, a resident deputy HsM, two non-resident matrons, and a team of six tutors. Almost all members of the teaching staff are allocated to one of the houses as tutors and spend one evening each week in the house.

Within the wider school community, Pollies (prefects) and Wellbeing Advocates are trained to offer peer-support to fellow pupils.

Woodfield Health Centre (WHC)

Woodfield is the School's dedicated health centre. The local Uppingham Surgery provides GP clinics there three times a week. The Health Centre Nurse Manager manages a team of eleven registered nurses to provide support 24/7 in term time to meet the needs of the pupils in all health and wellbeing matters. Other members of the WHC team include independent health professionals: a psychiatrist, two psychologists, a physiotherapist, and the team of school counsellors. The Lead Counsellor works within this team framework and is based in Woodfield.

Safeguarding at Uppingham

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Communication plays a key role in the School's safeguarding procedures and benefits from a collegiate and collaborative culture. The Safeguarding team at Uppingham currently consists of a DSL and 8 DDSs who work together to discuss and manage cases. The Lead Counsellor is a member of the Pastoral Support Committee, which is the formal forum in which safeguarding matters are discussed.

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Safeguarding training, strategic and policy development across the Uppingham Family of Schools (currently Maidwell Hall Prep School, but with developed plans to open international schools) is headed by the Director of Safeguarding, who also provides 'critical friendship' and quality assurance of Uppingham's safeguarding processes.

The School currently uses MyConcern to record and manage safeguarding concerns, with all staff trained in how to identify and report concerns. The DSL monitors MyConcern and triages new cases throughout the school day, as well as being available for direct reports or disclosures.

The Lead Counsellor (and counselling team as a whole) plays a key role in the safeguarding provision at the school.

Job Purpose

As a key member of Uppingham's pastoral care support team to:

- Lead on all matters relating to counselling provision at Uppingham.
- To promote and support the safety and emotional wellbeing of all Uppingham School pupils.
- Play a direct role in the pastoral care of those pupils who engage in therapeutic support.
- Support pastoral providers (HsMs, matrons and tutors) in their delivery of pastoral care.
- Provide education and training to staff on pastoral matters.

This is a permanent full-time position.

Your accountabilities

1. Safeguarding

Maintain awareness and understanding of all safeguarding issues across the school; identify trends and patterns of concern that may pose a risk to pupils and in liaison with the Senior Pastoral Team, help shape the school's response; support the work of the Pastoral Support Committee. Ensure that all counsellors working within the school raise safeguarding concerns promptly with the school, where the risk of harm is sufficient to justify sharing this information.

2. Individual counselling caseload

Carry an individual caseload and provide counselling that supports pupils' personal, social, emotional, and educational needs, following all British Association of Counselling and Psychotherapists (BACP) ethical guidelines and recommendations. Liaise, where appropriate, with other internal and external professionals to support a 'team around the child' approach.

3. Leading counselling team

Provide a safe, caring, empathic, easily accessible and confidential counselling service for all pupils. Effectively triage pupil need and manage caseloads for the counselling team, including the management of referrals to external health professionals and other agencies in consultation with the school doctors and Health Centre Nurse Manager. Regularly meet with the school counselling team to identify trends and patterns, referral needs, and provide support and supervision. Ensure best practice is maintained throughout the counselling service in accordance with BACP guidelines. Ensure robust initial mental health assessments are completed for vulnerable pupils that present with complex problems or in crisis, alongside the school nursing team.

4. Mental health promotion and leadership

In conjunction with the Pastoral Leadership Team, promote a whole school culture that supports emotional wellbeing, positive mental health and resilience; guide the school's pastoral teams in recognising, understanding, and effectively supporting pupils with emotional and mental health issues; advise the Pastoral Leadership Team on emerging trends and issues, both nationally and within the school to help shape school policy and support a proactive approach to mental health needs. Play a key

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role in shaping the School's pastoral policies. To further develop a positive profile for the School Counselling Service (SCS) and continue to raise its identity within the school community.

5. Training and support

Work with the Senior Pastoral Team in delivering pastoral training for staff and pupils. Be a source of support and advice for staff on pastoral matters; undergo the training required to fulfil counselling responsibilities; and support the counselling team's professional development. Liaise with the Lead Matron and provide bespoke INSET training for matrons.

6. Working with others

While always respecting pupil confidentiality, establish a culture of openness and transparency with regard to counselling provision at the school. Liaise / meet with parents on an individual basis (where this is appropriate) with regards to a pupil's emotional wellbeing and mental health. Liaise and work with the Woodfield Health Care team and meet regularly with the Health Centre Nurse Manager, psychiatrist and psychologists. Work alongside the school's pastoral and safeguarding team and maintain strong links with all members of boarding house staff, particularly HSMS and matrons, with a view to promoting holistic and efficient support to all pupils. Maintain contact and developing relationships with external Mental Health Professionals, including CAMHS and other agencies.

7. Record keeping

Maintain and keep secure, (fully compliant) contemporaneous records of all counselling sessions provided.

Outcomes

1. Safeguarding

A comprehensive and accurate awareness and understanding of all safeguarding issues is maintained. Trends and patterns of safeguarding concerns are readily identified, monitored and regularly communicated to the Senior Pastoral Team. All members of the SCS effectively follow the protocols and guidelines as set out in the School's safeguarding policy, including the sharing of relevant information where the risk of harm is sufficient to justify passing on such information.

2. Individual counselling caseload

Skillful and impactful counselling is provided to pupils as part of an individual caseload in line with all British Association of Counselling and Psychotherapists (BACP) ethical guidelines and recommendations. Internal and external professionals are utilised as required to create a 'team around the child' approach.

3. Leading counselling team

An outstanding, easily accessible and confidential counselling service is provided, delivering the meaningful, impactful and positive support for pupils which meets all BACP guidelines. Members of the counselling team have a manageable caseload with the nature of cases being managed reflecting the experience, specialisms and skillset of the individual members of the counselling team. Pupils are referred to external health professionals and other agencies as required in a timely manner. Regular and effectively managed counselling team meetings allow for helpful and valuable support and supervision to be provided, in addition to the identification and discussion of trends and patterns within the school's counselling and pastoral framework. Any necessary initial mental health assessments are completed in good time, in a calm, skillful and empathic manner.

4. Mental health promotion and leadership

A positive, open and proactive whole school culture of supporting and developing emotional wellbeing, positive mental health and resilience is firmly in place, readily embraced and celebrated across the school. The school's policy, procedures and practices towards support mental health reflect current mental health / emotional wellbeing trends and issues. The services provided by the SCS are widely known, understood, and readily accessed by pupils.

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5. Training and support

Pastoral based training needs are identified, and engagingly delivered to staff and pupils on a regular basis. Staff (and pupils – such as Wellbeing Advocates) feel well informed of pastoral issues and in turn, well-supported and advised in delivering any required care needs. All training and qualification requirements necessary to fulfill the responsibilities of the Lead Counsellor role are met. School counsellors, matrons and the wider pastoral teams feel well-supported in their training needs.

6. Working with others

All relevant stakeholders with the school's counselling framework are openly and proactively communicated with (within confidentiality parameters) to help shape holistic pastoral care policies and create comprehensive, positive and impactful pastoral care for pupils, with a 'team around the child' approach. Meaningful relationships are continually proactively established and developed with external Mental Health Professionals, including CAMHS and other agencies.

7. Record keeping

All counselling sessions have meticulous and contemporaneous records, which are fully compliant and in line with BACP guidelines. Records are stored securely and are easily retrievable if required. MyConcern is regularly updated with any relevant pastoral information which can be shared.

Person Specification

Qualifications

- In line with nationally agreed standards for school-based counselling the lead counsellor should hold accreditation with the BACP, UKCP or other equivalent professional body.
- The counsellor should have a degree in counselling or post graduate diploma from a BACP Accredited University Course
- Enhanced safeguarding training Level 3.
- A further qualification or experience of working with children and young people is a desirable attribute.

Specialist Skills & Experience

- Have at least 5 years post-qualification experience and proven track record as a practicing counsellor or therapist with children and young people.
- Experience of working in a school setting with an understanding of school systems preferably in a boarding environment.
- An understanding of the dynamics of the boarding setting and its potential impact on the individual is a key attribute.
- An understanding of the developmental, emotional, social, and educational issues of children and young people.
- An understanding of family systems.
- An awareness of the range of needs of young people from diverse ethnic, cultural and social backgrounds.
- An understanding of LGBTQIA.
- Knowledge of best practice in mental health and the ability to apply it to this role. Awareness of national trends in adolescent mental health and of the local mental health and CAMHS Service and Social Services.
- Experience of working and liaising in a multi-disciplinary team.
- Experience of working with challenging safeguarding situations and working with vulnerable young people with complex needs.
- Leadership experience and the ability to handle referrals into and out of the SCS.

Personal qualities

- Willingness to be involved in a full boarding community.
- Strong pastoral instincts and an ability to empathise with young people.
- Emotionally intelligent with an empathic, non-judgmental, sensitive approach to pupils, staff, and parents.

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- Excellent communicator, both oral and written, with outstanding skills in listening.
- The ability to work independently managing own caseload but being aware of the supportive supervisory nature of working in a team.
- To be able to remain calm and containing at times of stress and excess pressure.
- To use wise judgment and decision making with tact, sensitivity, discretion, and diplomacy.
- To use patience, tolerance and the ability to be flexible within a busy school community.
- Excellent interpersonal skills and the ability to work effectively as part of a team.
- To be pro-active, taking the initiative in problem solving and swift to respond when needed.
- Commitment to equality, diversity and inclusion.

Key Relationships

Headmaster
Director of Safeguarding
Senior Deputy Head
Assistant Head: Pastoral
Assistant Head: Safeguarding
Head of Learning Support
Housemasters/Housemistresses
Health Centre Nurse Manager
Woodfield (Medical centre) team
Matron Manager
Matrons
Tutors
Parents
Pupils

Benefits

Holidays

The annual holiday entitlement is all Uppingham School holidays, although the AHS will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Public holidays that fall within term time are normal working days.

Other Benefits

- 50% contribution to premiums for School's private health scheme
- Death in service cover with a lump sum of twice annual salary
- Free membership of dual-use Sports Centre (£25 annual admin fee)
- Free staff lunches in term-time
- School fee day place discount for children of staff
- Retail and restaurant discounts, via Westfield platform
- Cycle to work scheme
- Free annual influenza jabs
- Westfield health care package
- Recognised as a 'Disability Confident' employer
- Recognised as a 'Mindful' employer

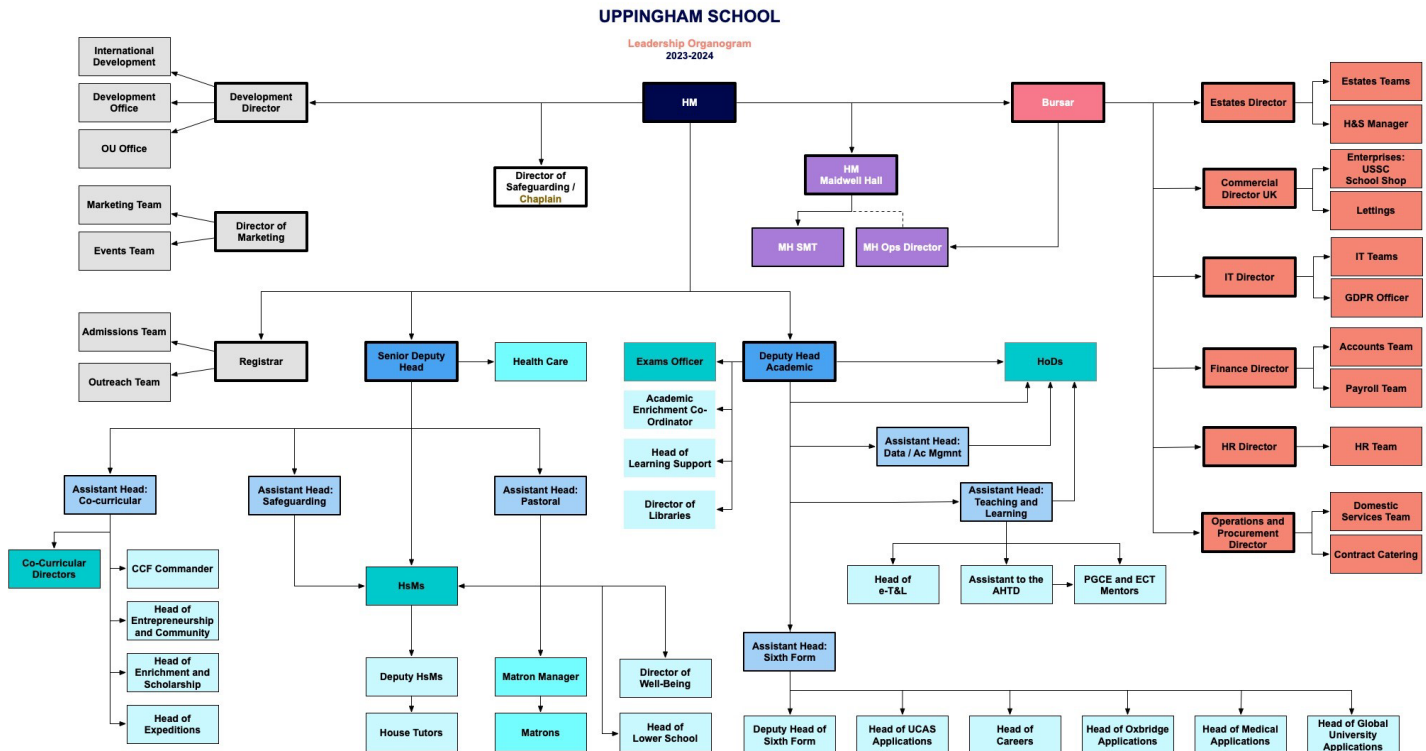
Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while carrying out the duties of the

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post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

Organisation Chart



Note

This job description is not an exhaustive list of what may be expected in the role. It is non-contractual and may be amended by the School from time to time.