



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

# Recruitment Pack

## School Counsellor

Start date: May 2024  
Full Time, Permanent,  
Term Time Only plus 5 days



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

## Vision

Creating a climate for great learning, success and opportunity



## Values



Endeavour



Resilience



Inspiration



Collaboration



Compassion

## Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



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## School Counsellor

Location: Rawdon, Leeds

Contract: Permanent – June 2024

Closing Date: 8am on Friday 17<sup>th</sup> May 2024

Salary: £27,710 - £29,508 working full time, TTO plus 5 days

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as the School Counsellor.

Benton Park is a thriving and growing state funded, local authority maintained comprehensive school with over 1550 students – including around 300 in the Sixth Form. We are located in Rawdon, on the outskirts of Leeds City Centre and we work amongst a vibrant and supportive local community. We have recently completed a move into brand new state of the art premises following a successful £28.5 million building project. Our new environment is an excellent place to work and learn and we are committed to our work being supported by the latest technologies in our classrooms.

We are a successful, inclusive school where our students are our greatest asset. We have high standards and expectations which are matched equally with our high aspirations for all members of our school community and we work hard to provide support and investment to enable these to be achieved. We pride ourselves on treating each and every one of our students as an individual and the excellent climate we have created for great learning, success and opportunity enables our students to achieve their full potential.

Our work is underpinned by our five key values: Endeavour, Resilience, Inspiration, Collaboration and Compassion. Our values are aimed at developing young people to be the very best they can be and to equip them with the skills, knowledge and attributes to be confident, rounded and successful members of society.



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Dear Colleague

## School Counsellor

Thank you for your interest in becoming a School Counsellor here at Benton Park School. We have celebrated many achievements in the last few years, but we know that we can go even further and we are keen for a new leader to join us to support in achieving this.

You will enjoy working with a talented and hardworking staff team who have the students at the heart of everything they do each and every day. Our students are articulate, caring young people who are keen to learn and develop and we enjoy productive and successful partnerships with our parents, carers and the local community.

Following on from the appointment of our new Headteacher in September 2022 this is a really exciting development in our leadership structure. If you share our values and this sounds like the perfect next step in your career please get in touch and we will be happy to share with you our ambitions for the future

Thank you for your interest in our school.

Yours sincerely

Delia Martin  
Executive Headteacher







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## Information about our school

We are a Local Authority maintained school situated to the North West of the vibrant and diverse city of Leeds in the North of England. We are oversubscribed and have recently increased our pupil admission number to 300 per year to meet local demand. We have very supportive families and work with numerous local primary schools including areas such as Rawdon, Yeadon and Calverley.

We have benefited from a £28.5 million investment in our premises and we are very proud of the state-of-the-art facilities and equipment we are able to offer our students and staff. We are also proud of our growing Sixth Form. The move to our new premises has allowed us to create a bespoke Sixth Form centre and we have invested heavily in the refurbishment of it to ensure it is an inviting place to study and learn. Ofsted rated us Good in October 2018 and amongst other things, this highlighted that our students spoke positively about their experience at school and that they showed respect and tolerance towards each other.

Our vision of 'Creating a Climate for Great Learning, Success and Opportunity', drives every aspect of our work. This is underpinned by our 'Aspirations for All' programme where we actively promote the importance of our students having high aspirations for themselves in all aspects of their lives. Central to this work is supporting students to consider their next steps at the end of their time with us, but also to support them in developing the skills and knowledge they need to be able to access whichever future pathway they choose. The work we do on this programme also focusses on developing the skills our students need to encompass our school values of Resilience, Inspiration, Collaboration, Endeavour and Compassion. Our Personal Development Curriculum, which also includes our Aspiration for All Programme, and our student leadership development opportunities, have a regular focus on mental health and wellbeing, an aspect that we know is extremely important in supporting all young people.

Celebrating success is incredibly important to us and we always seek to reward our students for going above and beyond in any aspect of their school life. We have a positive rewards culture and enjoy sharing in our students' successes. Our philosophy is that a busy student is a successful student and to support this we offer a wide and varied range of extra-curricular opportunities. This includes a range of lunchtime and after school clubs as well as trips and visits both in the UK and abroad. We also run a hugely successful Duke of Edinburgh scheme.

Further details about our school, including all aspects of our curriculum design can be found at [www.bentonpark.org.uk](http://www.bentonpark.org.uk) and in the school's Prospectus available [here](#)



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## Welcome from the Headteacher

Thank you for your interest in our school. As the School Counsellor at Benton Park, you would play a pivotal role in helping to shape a strong, positive and successful learning experience for all of our students.

We are looking for a highly motivated, positive colleague who can contribute to ensuring excellent standards in all areas of school life. A team player, you will have the ability to form high quality relationships with staff, students and parents alike.

At Benton Park, we take an evidence informed approach. No individual element of our practice is revolutionary. We don't believe in off-the-shelf strategies or practices; there is no silver bullet. It is really about being values driven, having clear vision, focusing relentlessly on results, operating strict routines, doing the simple things well every day, and building strong relationships at all levels.

Our 'warm-strict' approach instils strong learning habits ultimately helping students become better qualified, more successful and happier. We expect students to follow homework and equipment rules, wear uniform with pride and always be 'on task', fully engaged and ready to learn.

Every decision we make is based around our vision 'creating a climate for great learning, success and opportunity' and we live and breathe this each and every day. We are committed to ensuring that every student throughout our school has access to a truly inclusive and aspirational education.

We have the highest expectations of our students to encourage them to be the best that they can be. We expect all of our students to display the Benton Park values at all times and staff reward them for this. We also have bespoke Personal Development and Aspiration for All lessons to develop our students to be young people who can make a positive change to Benton Park and the world beyond.

Our curriculum is underpinned by an expectation that students will 'know and remember more' as they move through their time with us to develop a mastery approach. This is identified through our Learning Journeys and Progression Models, which are available through our website. Our curriculum intent, which permeates all our work with students both in and out of the classroom, is to promote a love of learning by providing an environment in which all students can succeed, whatever they aspire to do. We place high value on the breadth, acquisition, retention and application of knowledge and we actively develop opportunities to enrich and bridge gaps in cultural knowledge.



Mr N Skilton  
Headteacher



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## Teaching and Learning at Benton Park

### **I Do, We Do, You Do**

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

### **Learning Journeys and Progression Models**

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

### **Subject Specialism**

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

### **Professional Development**

Developing our staff is incredibly important to us. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

### **Learning Habits and Routines**

At Benton Park, we build our teaching around some crafted routines to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on supporting all learners, including our most vulnerable, having access to the highest quality support through these habits and routines.

### **Reading**

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.





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## JOB DESCRIPTION

### School Counsellor

Allowances:	SO1 (£27,710 - £29,508 working TTO plus 5 days)
Responsible to:	Deputy Designated Safeguarding Lead
Review Date:	

#### PURPOSE OF THE JOB:

The post holder is responsible for overseeing the provision, monitoring and review of an effective school counselling for students across all key stages aimed at ensuring that students obtain appropriate support for wide range of issues including, bereavement and loss, self-harm, depression and anxiety, early developmental trauma, attachment disorders, low self-esteem.

The post holder will develop and use a range of solution focussed interventions to support students, liaising with other agencies, parents/carers and other school staff where appropriate.

#### The specific responsibilities include:

#### GENERAL DUTIES

- To work closely with the Leaders for PSHCE, SEND, Pastoral and Safeguarding
- to support the school with an effective whole school Mental Health strategy across all key stages that promotes positive Mental Health while removing stigma and bias regarding Mental Illness and Neurodiversity.
- To provide a confidential counselling service to students through individual sessions, responding to their personal, social, emotional or educational concerns, using clinical judgement to work in their best interests.
- To promote a caring and supportive environment where such concerns may be followed up, thereby promoting good mental health and emotional wellbeing at the School.
- To uphold good practice as described by the BACP ethical guidelines.
- To liaise with members of staff and other professionals to ensure the effective operation of the counselling service and ongoing support for students.
- To work with individual students and targeted groups to develop and maintain positive mental health and wellbeing by addressing areas of potential harm through education, support and appropriate challenge.
- Create and maintain professional case records on each student in a secure place in accordance with GDPR regulations.
- Liaise with school leaders to ensure effective provision of pastoral support to students appropriate to their needs.
- Uphold medical confidentiality in line with the legal duty of confidentiality to





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students and maintain records accurately, confidentially and safely, with regard to relevant safeguarding policy and procedures.

- Provide clear and current information for students, staff and parents about the counselling service.
- To support parents / carers in their understanding of how to promote and support the good mental health of their children.  
Provide advice and support to staff regarding supporting the good mental health and wellbeing of students.  
To train students as peer mentors and supervise peer mentoring schemes within school
- Maintain and improve professional knowledge and competence, keeping up to date in line with BACP guidelines
- To help secure and maintain relevant quality marks for safeguarding Mental health and Wellbeing.
- Maintain an up to date knowledge of current issues in counselling and mental health in relation to young people.
- Develop and maintain an expert knowledge of the mental health provision locally and nationally, sharing these as appropriate.
- Recognise emerging patterns and trends and work with leaders across school to identify issues or causes and support the identification and implementation of an appropriate and supportive response.
- Facilitate appropriate referrals into other services where these are in the best interests of the child or where the level of therapeutic need exceeds our resources and/or expertise.
- Attend supervision with a suitable qualified supervisor as per British Association of Counselling and Psychotherapy (BACP) guidelines.
- Undertake any other reasonable duties at the request of the Headteacher or SLT
- **Additional Duties**
- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on Diversity and Equality of Opportunity.
- To maintain the security and integrity of school data and data systems in line with GDPR
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.



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## **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## **HEALTH & SAFETY**

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced CRB disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.



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<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<p>Evidence of a professional qualification accredited by the British Association of Counselling and Psychotherapy (BACP) or alternative professional organisation.</p> <p>BACP accreditation or working towards and registration with the United Kingdom Register of Counsellors (UKRC) or equivalent.</p> <p>Evidence of continuing professional development.</p>	<p>Experience/qualifications in Youth work/Education</p>
<b>EXPERIENCE</b>	<p>Experience of working with children or young people with complex needs.</p> <p>Demonstrable knowledge and experience of providing high quality counselling and guidance.</p> <p>Experience of working with and supporting young people, colleagues and families.</p> <p>An ability to prioritise and select approaches based on a sound assessment of a student's needs, escalating where appropriate to safeguard the welfare of the child.</p>	



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<b>KNOWLEDGE</b>	<p>Working knowledge of current theory and practice in relation to working with children and families with complex needs.</p> <p>Knowledge of recent developments in practice and ability to apply and communicate these with other colleagues.</p> <p>Understanding of effective ways to safeguard and support vulnerable students.</p> <p>Knowledge of Safeguarding legislation and guidance.</p>	
<b>SKILLS</b>	<p>Good organisational skills</p> <p>A reflective practitioner who consistently seeks to improve their practice to proactively and reactively support young people.</p> <p>Ability to work with a range of teams and internally and externally.</p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Ability to set and maintain standards as a role model for students.</p>	<p>Can demonstrate a flexible approach to problem solving.</p> <p>Can provide clear examples of staying calm under pressure</p>





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	Willingness to participate in the wider life of the school.	
	Able to inspire and motivate young people.	

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