



BURGESS HILL

— GIRLS —

Tomorrow's Women



SCHOOL COUNSELLOR

CANDIDATE PACK



WELCOME TO BURGESS HILL GIRLS

Our motto at Burgess Hill Girls is 'I am, I can, I should, I will'. It encapsulates the journey students take with us. Discovering who they are, what they are capable of, the importance of supporting others and developing the will to achieve their dreams. We love learning at Burgess Hill Girls and this passion extends far beyond the curriculum into all aspects of school life. We believe in a complete education and successfully combine an excellent academic provision with a strong pastoral programme and an immense variety of enrichment activities while always focusing on the needs of the individual.

We're looking for candidates who feel they can support us in our mission to educate tomorrow's women where you'd become part of a unique and empowering community where there are no limits.

We are looking to appoint a School Counsellor with excellent inter-personal skills and strong organisation skills. The ideal candidate will share our commitment to supporting the education of tomorrow's women and be eager to join our unique and empowering community.

If you feel you can contribute to our mission and thrive in a dynamic educational environment, we invite you to apply.



HEATHER CAVANAGH
INTERIM HEAD



OVERVIEW

Burgess Hill Girls is an independent, day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The School was founded in 1906 by Beatrice Goode to provide a high-quality education for girls which was not widely available at the time. In 1928 the School moved from Church Road to its present location on Keymer Road in order to expand.

The School currently educates over 500 pupils, with boys and girls in the Nursery and girls only from Reception through to the Sixth Form.

The School's catchment area for day pupils extends across Sussex. It is well-connected by road (lying close to main roads such as the A23 to London and Brighton) and by train, just a few minutes' walk from the town's railway station with frequent direct services to Brighton, London and Gatwick Airport.

Living on-site there are approximately 50 boarders, typically full-term from across the globe.

Notable alumnae, called Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education and careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



CAMPUS

OUR MISSION

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses



JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

- Uphold a professional counselling service for the school
- Uphold good counselling practice as outlined by the BACP / UKCP ethical frameworks and current guidelines for working with young people.

This will include:

- Maintaining confidentiality except in circumstances, in line with the BACP / UKCP frameworks, where these may be breached
- Attend professional supervision in line with good practise for the counselling profession
- Ensuring up to date professional body registration and membership to either BACP / UKCP
- Work closely with the School Nurse, Assistant Head pastoral and Boarding to work as part of the whole school pastoral team
- Provide support, advice and guidance to individuals who are referred to the counselling service
- Keep appropriate, accurate, up-to-date client records using agreed systems with regard to professional, ethical and GDPR guidelines including confidentiality.
- Meet once per half term with the School nurse and Assistant Head Pastoral & Boarding to discuss specific concerns maintain confidentiality and review trends
- Report regularly to the welfare and boarding committee with regards to trends, numbers of pupils using the service and general overview of the type of problems being experienced at the Assistant Head Pastoral & Boarding's request
- Provide relevant information or liaise with professionals, where appropriate and with client consent, to support external referrals to specialist services/other agencies such as CAMHS
- Contribute where necessary to training/workshops as per the schools' requirements, where this does not conflict with the core counselling service
- Play an active role in the safeguarding and welfare of young people by:
 - Maintaining up to date awareness, knowledge and training in Safeguarding and other key legal, ethical and other responsibilities relating to young people
 - Uphold the school's policies relating to safeguarding
 - Uphold the school policies relating to confidentiality, behaviour, Health & Safety and any other relevant policy.
- Liaise with the Designated Safeguarding Leads, Pastoral Heads and school Nurse to ensure the welfare of the young people
- Attend and input as necessary to pastoral matters of the school, INSET days, and other events relevant to the role
- Be responsible for supporting your own professional development, updating knowledge and awareness through CPD

PERSONAL SPECIFICATION

REQUIREMENTS	REQUIREMENTS	DESIRABLE
QUALIFICATIONS	<p>Recognised counselling qualifications to at least diploma level</p> <p>Hold a professional accreditation</p>	Educated to degree level
KNOWLEDGE	<p>An understanding of the challenges and issues for young people within an educational setting</p>	Experience of ISAMS or school data management system
EXPERIENCE	<p>At least one year's experienced of supervised individual counselling with young people</p> <p>Experience of working with personal initiative and autonomy as well as part of a team</p>	<p>Experience of working in an educational setting</p> <p>Experience of working with adults</p>
SKILLS AND APTITUDES REQUIRED	<p>Ability to sustain a professional counselling relationship with a range of students</p> <p>Excellent interpersonal skills</p> <p>Good ICT skills</p> <p>Ability to prioritise workloads in the face of competing pressures</p> <p>Strong organisational skills</p> <p>A commitment to in-school training and CPD</p>	
PERSONAL QUALITIES REQUIRED	<p>Willingness to work closely with school procedures and processes</p> <p>A commitment to improving the lives and learning opportunities for young people</p> <p>A flexible approach to work and working hours</p> <p>Willingness to evaluate working practice</p> <p>Excellent communicator</p>	



RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. References will be taken up prior to interview.

Closing date for applications is 12.00pm on Friday 22nd November 2024.

Short-listed candidates will be contacted and interviews will take place in the week beginning Monday 25th November 2024.

Candidates who have not heard from the School by the end of November should presume that we will not be taking their application further.

Candidates will be required to attend a formal interview, will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have in order for us to make reasonable adjustments.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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FOR MORE INFORMATION AND TO APPLY,
PLEASE VISIT OUR WEBSITE [HERE.](#)