St Swithun's
WINCHESTER

# School Counsellor

Required from January 2027
Part time (minimum two days per week)
Term time only (35 weeks per year)



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# Welcome from the Headmistress

Thank you for your interest in St Swithun's!

We are proud members of the High Performance Learning Fellowship of World Class Schools. HPL involves the systematic and explicit encouragement and empowerment of students to develop ways of thinking and of behaving that will equip them for success in school and beyond.

Christian values underpin our approach to education and have done since the school was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester.

As a girls' school we expect and support our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.





We are a high trust community and try to behave with a seriousness of intention and a lightness of touch. We believe the best of each other and often see our expectations exceeded and a joke cracked along the way.

Above our front door are the words *caritas, humilitas* and *sinceritas*, qualities associated with Saint Swithun himself. If we can equip our students to be kind, quietly self-confident and honest, we know that will take them far.

If this brief introduction resonates with you, we will very much welcome an application from you.

Jane Gandee
Headmistress

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# Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 500 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 4-11 with a co-educational nursery and preschool from 9 months.

Girls at St Swithun's benefit from excellent teaching, sporting and recreational facilities. The school is academically selective and regularly appears near the top in the national league tables. This year we were proud to be named Girls' Independent





## Our Location

St Swithun's is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester and within an hour of central London by train.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible.

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# Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything we ask of her, we as educators must set the bar higher.

We want pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work to appreciate how their decisions and their actions affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

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# Our community

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester and Christian values continue to underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are recognised for their individual gifts and encouraged to develop a sense of spirituality and purpose. We believe that kindness, respect and tolerance are at the heart of a thriving community; where everyone feels known, valued and able to flourish. Our staff are friendly and supportive and the school is committed to promoting the wellbeing and professional development of employees.



The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education. A separate charity, **Bramston Foundation,** looks after our transformational bursary programme.

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# Our facilities



Our school buildings are modern and well equipped. As well as academic classrooms and science labs, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, art and technology block, sports halls and a full-size swimming pool.

Our prep school is housed in two light and spacious buildings opened ten years ago.

The school grounds are spacious and encompass sports fields, courts and gardens.

We have recently completed the first phase of a major project to create new indoor sports facilities. Information about our Active Lives project can be found **here.**

The School is registered as a Company Limited by Guarantee and as a charity and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

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# School Counsellor

St Swithun's is seeking a well-qualified counsellor to join our pastoral team, providing therapeutic support to students aged 11-18. This is an important role within the school's wellbeing provision, requiring the ability to manage sensitive and complex issues with professionalism, sound judgement and discretion.

## Job purpose

The School Counsellor will provide a high-quality counselling service to students, supporting their emotional wellbeing and enabling them to engage positively with school life. Working closely with the school's other Counsellor, Clinical Psychologist and wider pastoral team, the postholder will contribute to a culture in which students feel supported, understood and able to flourish.

The School Counsellor will:

- Provide counselling and therapeutic support to students, maintaining appropriate professional standards, boundaries and records.
- Play an active role in safeguarding and promoting the welfare of children, adhering to the school's safeguarding policies and procedures.
- Contribute to the school's safeguarding strategy by identifying, recording and escalating concerns appropriately and participating in welfare and safeguarding discussions as required.
- Work collaboratively with pastoral colleagues, teaching staff, parents and external agencies, as appropriate, to support students' wellbeing and development.
- Promote and support whole school wellbeing and mental health initiatives, helping to foster a culture of psychological wellbeing across the school.
- Contribute to the development and delivery of preventative and educational wellbeing activities for students, where appropriate.
- Support school events, initiatives, professional networks and conferences relevant to the role.

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# School Counsellor

*Key responsibilities*

## Student care

- Provide an independent counselling service to students at St Swithun's through individual sessions, supporting them with personal, social, emotional or educational concerns.
- Promote a safe and supportive environment in which students can explore concerns and develop strategies to support emotional wellbeing and resilience.
- Make referrals, where appropriate and with the student's consent, to external agencies or and specialist services.
- Work collaboratively with the wider pastoral and wellbeing team, including the Deputy Head Pastoral, Clinical Psychologist, School Nurses and external professionals, to support student wellbeing and ensure a coordinated approach to pastoral and therapeutic support.
- Support pastoral colleagues in meeting the needs of students experiencing difficulties, including through consultation and advice where individual counselling may not be appropriate or desired.
- Maintain accurate, confidential and secure records in accordance with professional and school requirements.

## General

- Maintain professional knowledge and skills through continuing professional development.
- Work in accordance with the BACP Ethical Framework, including regular professional supervision and reflective practice.

## Key relationships

The counsellor is line managed by the deputy head pastoral (designated safeguarding lead) and will work closely with others including the clinical psychologist (who will provide regular clinical supervision) and one other part-time school counsellor.

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# Person specification

| These are the key skills and experiences we are seeking in the postholder: | |
|---|---|
| **Essential** | **Desirable** |
| Post-graduate Diploma or Masters level in Counselling or Psychotherapy | Experience of counselling children and young people within an education setting |
| BACP Accreditation | An empathy with the aims and ethos of St Swithun's |
| Additional therapeutic training or qualifications in working with adolescents | Training and/or experience in Cognitive Behavioural Therapy |
| Post qualification counselling experience | Experience designing and facilitating therapeutic groups for young people |
| Significant experience working with adolescents | Experience delivering presentations, workshops or psychoeducational sessions to larger audiences |
| Experience of working as part of a multi-disciplinary team | Experience working collaboratively with parents, teaching staff and external professionals |
| Ability to work independently, manage a caseload and use initiative | |
| Knowledge of local mental health services and CAMHS | |
| Familiarity with safeguarding and confidentiality legislation, procedures and practice | |

*These qualities will be assessed through application, references and interview.*

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# Terms and conditions and application process

## TERMS AND CONDITIONS

This is a permanent, term time only role (35 weeks per year). We are seeking someone part time, who can offer a minimum of two days per week (16 hours). This could be worked as two full days or spread over more days. The opportunity to increase the working hours may be available in the future.

The salary offered will be dependent on qualifications and experience and is likely to be in the range of £44,260 - £49.002 FTE (£13,785 - £15,262, calculated pro rata for a 16-hour week, term time only).

The school offers a range of benefits, which include:

- Generous DC pension scheme with salary sacrifice option
- Free membership of the school swimming pool and heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning
- Discount on school fees
- Refreshments whilst working, and free meals when at work over a mealtime
- Access to an employee assistance programme

## APPLICATION

Please complete our online application form which can be found **here**.

The closing date for applications is 9am, Monday 23 November 2026, we anticipate holding interviews later the same week.

For any queries about the role or the application process, please contact the HR Department by telephone on 01962 835798 or email recruitment@stswithuns.com

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# Child protection and safeguarding

***"St Swithun's is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."***

## Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

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# Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.

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# Explanatory notes

## Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

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# Explanatory notes

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).

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St Swithun's School
Alresford Road
Winchester
SO21 1HA

01962 835798
recruitment@stswithuns.com

Find us on Instagram
Find us on LinkedIn

**Click here to find out more about St Swithun's**