

The King Edward VI School Counsellor

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1500 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us – we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

Ms Clare Savage

Headteacher



Job Advert

The King Edward VI School
Part of the Cheviot Learning Trust
(13–19 Years High School, Headteacher:
Ms Clare Savage)

Job title: School Counsellor
Responsible to: Deputy Headteacher
Terms: Casual basis as required
Pay scale: Band 8 (£20.66 per hour)
Start date: ASAP

We have a vacancy for a Casual School Counsellor to work in our school. The successful candidate will be asked to work when there is high demand. They should hold a recognised Foundation Degree or Diploma in Counselling and be accredited by the BACP or eligible for accreditation. Candidates should have the knowledge and awareness of issues of concern to young people.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions

must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Employment of Ex-Offenders Policy can be [found here](#).

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned via email directly to p.reeves@kevi.cheviotlt.co.uk by 12 noon on 23 February 2026.

If you require assistance or have any questions, please reach out using the contact details provided below:

01670 515415
kevi.cheviotlt.co.uk
info@kevi.cheviotlt.co.uk

Address: Cottingwood Lane, Morpeth,
Northumberland, NE61 1DN

Job Description and Person Specification

Main Purpose of Role

To provide a professional counselling service mainly for young people and occasionally for adults

Duties and key result areas:

Organisation

- To establish and maintain effective contact with school staff and other relevant workers
- To monitor and maintain suitable case records of the counselling
- To contribute to in-service training for school and community staff
- To work closely with the Senior Management Team, Learning Managers and Pastoral Co-ordinators in the school in order that they are aware of those school students receiving support in years 9 to 13 (in line with their role of loco parentis)
- Take a lead in bereavement guidance and critical incident work across the school

Administration

- To be pro-active in making the counselling service known to young people and others who may wish to use it
- To attend and/or prepare reports for school management meetings
- To present data to senior management and governors of the school on a regular basis regarding the service. This data would be anonymous as regards individual clients
- To review and update policy documents in line with the development of the service
- Co-ordination with external agencies who are working with students in school

Resources

- To create ways whereby users of the service can access support appropriate to their needs

Responsibility

- To ensure that confidentiality is afforded appropriate consideration in all aspects of the service and adhere to the BACP Code of Ethics
- To network and liaise with personnel from other agencies including post 16 transition work
- To attend supervision with a suitably qualified supervisor
- To evaluate the service and oversee referrals
- The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

- Office based
- Required to use own transport to attend meetings both within and outwith the County
- Normal hours but need to also work 'out of hours' as necessary
- Normally indoors

Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	<p>To hold a recognised Diploma in Counselling.</p> <p>To be accredited by the BACP or eligible for accreditation .</p> <p>Advanced theoretical, practical and procedural knowledge of Counselling.</p> <p>To have knowledge and awareness of issues of concern to young people and others.</p>		(a) (i) (r)
Experience	<p>Experience of working with young people in a support context.</p> <p>Proven group work skills/</p>	<p>To have an understanding of working within an educational setting.</p> <p>To have worked in an inter-agency network.</p>	(a) (i) (r)
Skills and competencies	<p>To be able to maintain records and to have the capacity to compile and present reports on their work.</p> <p>To be willing and able to deliver in-service training to staff.</p> <p>To possess good communication, social and organisational skills, and be able to take responsibility for own work schedule</p> <p>To be flexible in terms of working with young people and adults in school and the wider community.</p> <p>To make analytical judgements around client safety and to assess highly complex needs of clients.</p>	<p>To have knowledge of welfare issues.</p> <p>To have experience of creating or using recording and monitoring systems.</p>	(a) (i) (r)

Physical, mental and emotional demands	<p>Prolonged periods of concentrated mental attention.</p> <p>Regularly involves the disclosure by children and young people of distressing events.</p>		(a) (i) (r)
Other	<p>To hold a full UK driving licence</p> <p>Willingness to take and act on advice</p> <p>High expectations of oneself and of students.</p> <p>A commitment to and interest in the wellbeing, support and achievement of students.</p> <p>Energy and enthusiasm.</p> <p>A belief in teamwork and co-operation with adults and students.</p> <p>A willingness to challenge oneself to seek continuous improvement.</p> <p>To be positive about the need for innovation and change.</p> <p>Flexibility, imagination and resilience, reliability and integrity.</p> <p>A positive attitude to school</p> <p>Self awareness.</p>	Interested in further professional development.	(a) (i) (r)



Contact us

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