



OUNDLÉ
School

School Counsellor

Applicant Information

Oundle School

The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.



School Counsellor

Responsibilities and Organisation Structure

Working within the Emotional Wellbeing team, the School counsellor provides therapeutic support to pupils throughout the School, Oundle School and Laxton Junior school.

This role requires qualified, non-judgmental, empathetic and easy-to-access support for pupils who are struggling with emotional/mental health difficulties, providing:

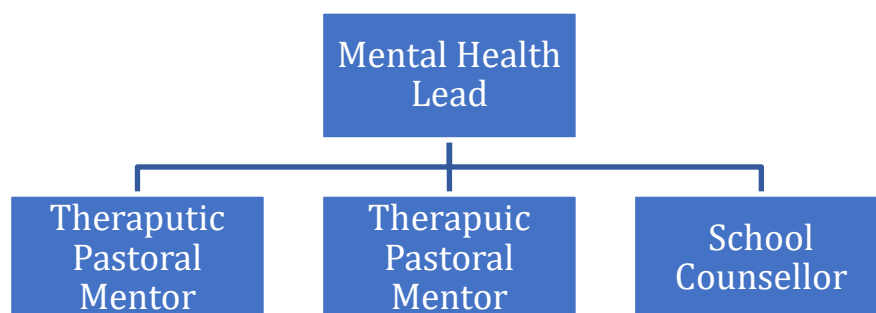
- early evaluation of a pupil's needs
- individual therapeutic interventions for pupils with difficulties requiring specialist support
- easy access to counselling in the school setting
- a means of signposting and making onward referrals
- working with the MHL and emotional wellbeing team to deliver mental health promotion.

Department: Pastoral

Department/Team: Clayton Rooms

Responsible to: Mental Health Lead

Responsible for (staff): None



Key Responsibilities

- Taking targeted referrals from the Mental Health Lead for counselling.
- Supporting pupils with a range of needs, from lower level (e.g. Homesickness) to higher level (e.g. self-harming behaviours).
- Making targeted interventions into year groups (from Reception to Upper sixth) and with parents (Parents In Partnership are educational talks on specific topics), should the need arise.
- Bringing an independent perspective, but liaising with Housemistress/Housemaster, Matron, Tutor, Health Centre etc. as necessary.
- Providing confidentiality and explaining the limitations to confidentiality, within the boundaries of your professional code of conduct/professional membership.
- Referring and signposting on to the appropriate person in and out of the school if concerns or issues are in excess of those outlined in this job description, i.e. GP, CAMHS, to discuss referrals with the Mental Health Lead.

- Maintaining up-to-date, professional clinical notes, correspondence and records in a secure place in order to fulfil the administrative requirements of the Emotional Wellbeing Team service.
- Continues professional development and relevant knowledge around wellbeing and mental health/treatment.
- Attending and feeding into regular management supervision with the Mental Health Lead (the post holder is responsible for arranging their own regular clinical supervision)
- Attending Child Protection and Welfare Group meetings and contributing to strategy discussions with regard to pupil Support Structures and the Emotional Wellbeing Team, as and when required.
- Deliver school staff training as appropriate.
- Carrying out any other duty commensurate with the post as may be reasonably required by the Mental Health Lead or Deputy Head Pastoral.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Support for the Role:

A contribution by the school will be made towards clinical supervision, reflective of the part time hours of the post. Continued professional development via training as appropriate, will be supported where relevant.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Counselling or similar therapeutic training to level 4 or above	•	
Modules in adolescent counselling or mental health	•	
Registered with a relevant regulatory body e.g. UKCP/ BACP		•
Training in Cognitive Behavioural Therapy		•
Competencies, Skills and Experience	Essential	Desirable
Substantial experience of mental health support with children and young people who are troubled at Tier 2 mental health level (e.g. self-harming behaviours, eating disorders)	•	
An ability to listen actively and empathically, without judgement or opinion	•	
An engaged and understanding approach to children and young people	•	
An understanding of the limits to confidentiality in the pupil's best interest	•	
An ability to assess when onward referral is needed	•	
An understanding of equal opportunities and an open approach	•	
An ability to operate within the School's policies and procedures	•	
An ability to keep clear records	•	
Knowledge of BACP framework/NMC Code of Conduct/ Professional board of ethics and conduct	•	
Experience working as a school counsellor		•
Experience working as a school nurse		•
Understanding of challenges faced by pupils in a boarding school environment		•
Knowledge and awareness of child mental health diagnosis		•
Personal qualities	Essential	
Openness and good level of self-awareness	•	
Flexible mind-set	•	

Excellent interpersonal skills and the ability to work as part of a team	•
A willingness to take up further training opportunities as appropriate	•
Excellent communicator	•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 1 September 2026
- **Contract:** Permanent, subject to a five-month probationary period.
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 37.63 weeks, to include entitlement to holiday pay).
- **Hours of work:** 20 hours per week, to be worked flexibly with the prior agreement of your line manager. All meal breaks are non-working hours and unpaid.
- **Salary:** £16,113 pro-rata per annum (£44,539 FTE).
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 32 days (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Wednesday 22 July 2026, 9am

Interview date week commencing Monday 27 July 2026

If you have any questions about the role, please contact:

HR Department

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193