



WESTHOLME

Job title:	School Counsellor/Wellbeing Advisor
Contract Type:	Permanent
Salary:	Hourly rate based on Band 5 equivalency
Hours:	7 hours plus 30 minute unpaid lunch break
Working Weeks:	Term Time + 4 weeks
Reporting to:	Strategic Wellbeing Lead
Start Date:	September 2025

Purpose of the job:

We are seeking a compassionate, qualified and experienced School Counsellor/Wellbeing Advisor to join our pastoral team. The successful candidate will play a key role in supporting the physical health and emotional wellbeing of our pupils, working closely with staff, parents and external agencies to ensure a supporting learning environment.

Core duties & responsibilities:

- To arrange and meet with individual pupils and provide one-to-one counselling sessions
- To maintain records and confidential files.
- To use the School Information Management System (SIMS) and the MyConcern platform to log and share information when required
- To meet with pastoral staff regularly
- To liaise with outside agencies when required (e.g. GP's and CAMHS) and to assist with referrals with pupil consent
- To work closely with teaching staff to assist in the delivery of the tutor programme
- To have input into the teaching of PSHE
- To encourage the school to mark key awareness days/weeks e.g. mental health awareness week
- To assist in embedding mindfulness within the School.
- To meet and liaise with parents/families of students when necessary
- Encourage and support students via daily drop-in sessions and the worry box.

This list is not exhaustive but rather an indication of the main requirements of the role.

Applicants can email the HR Manager, Mrs Jo-Ann Tierney on tierneyj@westholmeschool.com with any questions they may have in regard to the position

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Person Specification

School Counsellor/Wellbeing Advisor		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
Qualifications		
Minimum Level 4 qualification in counselling	E	A
Registered with BACP	E	A
Experience/Knowledge/skills/abilities		
Experience of working with children and young people, preferable within a school environment	E	A/I
Knowledge of the current challenges and difficulties that children and young people can experience	E	A/I
Excellent communication, interpersonal skills and working as a part of a team	E	A/I
High level of professionalism that respects the importance of confidentiality	E	A/I
Willingness to engage in wider aspects of the school life	E	A/I
Strong understanding of safeguarding and child protection procedures	E	A/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Willingness to work occasionally outside of contracted hours	D	A/I