



MERCHANT TAYLORS'
School

Job description	
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The school was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	School Counsellor (To provide services during term-time of 2025-2026 Academic Year)
Function	Self Employed Contractor
Reports to	Head of Counselling Services
Line management duties and responsibilities for	N/A
Summary of role	We are looking for School Counsellors engaged on a self-employed contractor basis to deliver one-to-one counselling support to staff and students at the Senior School throughout term-time. To undertake any other duties as may be reasonably required and requested by your line manager to meet the school's priorities and demands.
Main duties and responsibilities	• Deliver 1-1 counselling service during term time • To carry out counselling assessments • Attend regular supervision in line with BACP requirements • Adhere to the BACP ethical framework • Adhere to School Policies • Complete relevant administrative paperwork

	Complete mandatory school training (e.g. safeguarding, fire & health and safety awareness etc.)
Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and always ensure compliance with the School's Safeguarding Policy Statement. If while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Headmaster.

Person Specification The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
Qualifications	Completed Advanced Diploma in counselling (above level 4)	BACP accreditation	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	- At least 3 years' experience of counselling adults - Experience of working with risk	- Some experience of counselling young people - Experience of working within a school environment	Contents of the Application form Interview Professional references
Skills	- Effective use of counselling skills - Able to establish and maintain good working relationships	- Ability to speak another language - Experience of working with neurodiversity	Contents of the Application form Interview Professional references

	• Able to work with confidentiality and the limits of confidentiality • Able to manage time boundaries • Good communication and administrative skills • A willingness to learn		
Knowledge		• Awareness of mental health issues faced by adolescents	Contents of the Application form Interview Professional references
Personal competencies, qualities, attitude and behaviours	• Ability to respond appropriately to supervisory and line management recommendations • Able to be self-reflective • Motivation to work with children and young people • Ability to form and maintain • Appropriate relationships and personal boundaries with children and young people	• In receipt of own personal therapy	Contents of the application form Interview Professional references

	• Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline		
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General Conditions

Start date	ASAP
Hours	Availability of up to 15 hours per week across Mondays, Tuesdays and Fridays)
Salary	Hourly rate dependent skills, qualifications and experience
Closing date for applications	Wednesday 5 th November 2025, 9am
Interviews to be held	Week commencing 10 th November 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the school uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.